



Recreation Supervisor

Barrington Park District

Contact Name: Jodi Krause

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Contact Phone: 8473045291

Closing Date:

Salary: DOQ

Description:

SUMMARY

The Recreation Supervisor is responsible for Adult and Mature Adult Programs, Red Cross Programming, certain Special Events, and assisting in the coordination, development, management and direction of Kids Enrichment Experience Program (K.E.E.P. Before & After School Program and summer camp). Must possess the unique ability to work in a challenging and changing environment while maintaining poise, positive interaction with staff and community, and convey a loyal and accommodating attitude towards the district, Board of Commissioners and administration. Must demonstrate organizational ability, supervisory skills and creativity. The Recreation Supervisor functions with a latitude of administration and professional discretion under the supervision of the Superintendent of Recreation and exercises immediate supervision over part-time and seasonal employees and volunteers in assigned programs. Candidate must be able to work a flexible schedule.

QUALIFICATIONS

Educational and Experience Requirements: • Bachelor's degree in recreation/business management, early childhood education or related field from an accredited university preferred. • 5 years of applicable experience, or any equivalent combination of education experience and training which provides the required knowledge, skills and abilities • Minimum 3 years of supervisory experience • Must have experience with planning and preparing program budgets • Experience in RecTrac, WebTrac, Time Pro, Word, Excel preferred • Must possess a valid Class "D" IL Driver's License • Must be CPR, First Aid and AED certified within 6 months of employment

DUTIES & RESPONSIBILITIES Duties and responsibilities may include, but are not limited to, any combination of the following tasks:

- Coordinates programs with other Recreation Supervisors and Facilities Supervisors
- Develops new programs district wide
- Oversees the daily needs for each program and is responsible for revenues and expenditures within own program area
- Submits materials for programs, classes, events and camps for brochure production
- Evaluates programming staff 3 months, 6 months and/or annually

- Must be available to substitute for instructors when necessary
- This individual will be responsible for assisting in all operations of the before and after school care program (Kids Enrichment Experience Program – K.E.E.P.), all day Summer Day Camp
- Supervising the day-to-day operations of six K.E.E.P. sites
- Under the supervision of the Superintendent of Recreation the Recreation Supervisor is responsible for performing routine clerical work (activity planning, scheduling, billing, etc), and providing customer assistance in a polite & professional manner
- They will check on sites regularly, train and evaluate staff, order supplies and follow a program budget
- The position functions as a liaison between the K.E.E.P. staff and District 220 staff
- Shall handle employee disciplinary actions, staff evaluations, hiring new staff, curriculum development, and budgeting procedures
- Is on call and will substitute when necessary
- Shall attend staff meetings, seminars, outside trainings and networking opportunities when requested to do so by a supervisor
- Will create, develop and improve curriculum
- Is responsible for organization, promotion, and implementation of a variety of recreational activities such as arts and crafts, music, nature study, special events, and social activities

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and efforts of working conditions associated with this job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances changes; e.g., emergencies, rush jobs, changes in personnel, workload, technological developments, etc.

Please submit resume and a minimum of 3 professional references to

Jodi Krause, Superintendent of Recreation

jkrause@barringtonparkdistrict.org or 235 Lions Dr, Barrington, IL 60010