



Recreation Services Supervisor - Weber Center Skokie Park District

Contact Name: Lynn Seebacher

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Closing Date:

Salary: \$43,500 to \$55,000 hiring range depending on qualifications and experience

Description:

Skokie Park District has an immediate opening for a full-time Recreation Services Supervisor at the Weber Leisure Center. We offer an exceptional workplace, and an excellent immediate benefit package that includes medical, dental and vision coverage effective on the first day of employment. We are proud of other benefits offered to full-time staff. Some of our key benefit offerings are highlighted below:

Generous paid vacation, sick and personal leave

Participation in IMRF (a defined benefit pension plan), and other voluntary retirement plans

Life insurance

Continuing education benefits and participation at job related seminars and conferences

Eight paid holidays

Paid parental leave - up to 8 weeks after one year of service

Disability benefits provided by IMRF

Facility Usage benefits for employee and their immediate family; Discounted rates for the following programs: preschool, childcare at our full service day care center, enrollment in our before/after school childcare program and summer camp programs

Qualifications:

Education: Bachelor's degree in Parks and Recreation, Sports Management or a related field

Experience: Prefer, but not required, a minimum of two (2) years of recreational programming experience and supervisory experience. Must possess excellent customer service skills.

Certifications: Prefer Certified Park & Recreation Professional (CPRP). Must be able to obtain and keep current CPR and AED certifications. CPR, AED, First Aid Instructor certification preferred.

Other qualifications: Must possess excellent customer service skills, organizational skills, communication, and presentation skills. Prior experience working at a summer camp program is a plus.

Duties:

The Weber Leisure Center Recreation Services Supervisor is responsible for managing the operations of the Weber Leisure Center customer service front desk to effectively serve the public and staff. Ensures that front desk staff are delivering excellent customer service. Supervises Weber Leisure Center athletic programming for tots, preschool-aged children, school-aged children, and families. Duties include birthday party programming, table tennis programming, special events, and other facility recreational programming. Supervises the District's general summer sports camps which includes Outdoor Sports Camp, Junior Sports Camp, contractual camps and Final Fling Summer camp.

Hires, trains, evaluates, schedules and supervises front-line customer service staff, early childhood and youth program instructors, and summer camp staff. Oversees Hot Shots and other contractual programs that take place at Weber Center. Oversees daily batch processing/reconciliation for the Weber Center including Fitness First, and the delivery of cash receipts/deposits to the Weber Center Administration offices on a daily basis. Develops new general interest programs and special events for all age groups to maximize the use and revenue of Weber Center programming rooms. Works at and assists with District-wide special events that occur throughout the year. Conducts regular staff meetings. Purchases the necessary program supplies following district purchasing guidelines. Strives to maintain a high level of customer service, both internal and external. This position is on-call for building emergencies and performs other duties as assigned.

To apply: Complete online employment application. Interviewing will begin immediately, so apply as soon as possible. Use the following link:

<https://www.applitrack.com/skokieparks/onlineapp/JobPostings/view.asp?AppliTrackJobId=385>

Contact information:

Questions about this position may be directed to Lynn Seebacher, Director of Human Resources.

email: LASeebacher@skokieparks.org

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