



Recreation Supervisor

Pleasant Dale Park District

Contact Name: Matt Russian

Contact E-mail: [mrussian@pdparks.org](mailto:mrusian@pdparks.org)

Contact Phone:

Closing Date:

Salary: \$42,000+ DOQ

Description:

The Pleasant Dale Park District is seeking an energetic and driven individual to serve as our Recreation Supervisor. This position will be responsible for and will oversee recreation programming, including summer camp, birthday parties, before/after school care, and Senior programming for the district. The Recreation Supervisor is a full-time, exempt, "at-will" employee working a minimum of 40 hours per week including nights and weekends.

Qualifications: The ideal candidate will possess a Bachelor's degree in Recreation Administration, Leisure Studies or closely related field with 1-2 years of career-related experience. Excellent organizational skills and customer service skills with youth, parents, staff, and the community at large are a must. Knowledge and experience in methods and techniques of planning, developing and managing recreation programs is required. The candidate must have the ability to establish and maintain effective working relationships with employees, volunteers, superiors, contractors, and the public. Ability to teach recreation classes is a plus. Basic computing proficiencies are also required. Innovative program designs with accompanying marketing strategies are also desired.

The Recreation Supervisor must be CPR/AED and First Aid certified or ability to acquire within 3 months of hire. Candidate must also pass a physical examination, drug screening, and criminal background check. Possession of a valid Class D state-issued driver's license and demonstrated safe driving record required.

Benefits: Full-time employees are eligible for Medical, Dental, and Vision coverage along with PDRMA's P.A.T.H. monetary opportunities. Other benefits include paid time off through vacation, sick days, personal day, and 11 holidays annually.

Interested candidates are asked to send a current resume and cover letter to Matt Russian, 7425 S Wolf Road, Burr Ridge, IL 60527 or via email at [mrussian@pdparks.org](mailto:mrusian@pdparks.org)

No phone calls please