



Recreation Supervisor Wilmette Park District

Contact Name: Liz Cox

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Contact Phone:

Closing Date:

Salary: \$61,964 - \$83,651

Description:

SUMMARY:

Under the administrative direction of the Recreation Program Manager, the Recreation Supervisor is responsible for the development, administration and coordination of Center for the Arts visual and performing arts, including, dance, theater music, productions and camps.

Essential Duties and Responsibilities include the following (other duties might be assigned):

Programming.

Plan, direct, implement and evaluate the Park District's youth and adult Center for the Arts programming: including to but not limited to, visual arts, performing arts - dance, music and theater, seasonal programming, summer camps.

Recommend the addition to or modification of existing programs and classes.

Responsible for the implementation of all general Park District policies that relate to the area of responsibility.

Recruit, hire, train, schedule, and evaluate staff for programs and camps.

Maintain reference materials and participant/customer database.

Maintain positive relationships with Park District contractual providers.

Effectively manage customer experience and work creatively to resolve any issues.

Evaluate customer and community interests and needs; make recommendations on future offerings and services based on community feedback and industry trends.

Budget/Finance

Responsible for development, execution, and management of all program, camp, and production annual budgets within area of responsibility in accordance with Park District policies and procedures.

Monitor monthly budget reports and report any variances.

Responsible for purchasing, inventory of supplies, and reconciliation in accordance with Park District policies and procedures.

Personnel/Staffing

As needed, interpret and apply the personnel policies of the Park District.

Responsible for recruitment, hiring, training, and evaluating of part-time instructors, theater production staff, and camp counselors.

Make additions and changes in the staff based on program needs and recommendations from the Recreation Program Manager.

Public Relations/Marketing

Responsible for collaborating with the Marketing Department on annual marketing plan for operating areas, submit brochure content, and monitor website for accuracy.

Work with the public on an individual or group basis in the execution of programs.

Work closely with school district officials to secure facility use, as well as busing arrangements with Recreation Program Manager for camp programs.

Act as the Park District liaison to special interest groups.

Supervisory Responsibilities

Directly supervise a part-time staff of 5 to 80 employees, depending on the season.

Carry out supervisory responsibilities in accordance with the Park District's policies and applicable laws.

Interview, hire and train employees; plan, assign, and direct work; document training, evaluate staff performance; confirm that all staff maintains appropriate certifications and licenses; reward and discipline employees; follow up on requests for information for the Recreation Program Manager or administrative staff; address complaints and solve problems.

Safety Responsibilities

Actively support the safety program that will effectively control and reduce accidents.

Obey all Park District and Departmental safety rules, regulations, and procedures established by the Wilmette Park District that is pertinent to the activities conducted by the department.

Promptly report to the immediate supervisor all unsafe actions, practices or conditions.

Attend and participate in required safety training.

The Recreation Supervisor shall perform such other duties related to recreation programming and the general Park District functions as requested or assigned by the Recreation Program Manager and/or the Superintendent of Recreation.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

The minimum requirement shall be a Bachelor's degree from a recognized college in recreation, or other related field with at least 6 months experience in recreation and/or cultural or performing arts.

Preference will be given to an individual with at least one year of experience in cultural and performing arts.

Certificates, Licenses, Registrations

Must hold a valid Illinois Class D driver's license.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.

Ability to write reports, business correspondence, and procedure manuals.

Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

Mathematical Skills

Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.

Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear.

The employee frequently is required to stand and walk.

The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.

The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee frequently works in outside weather conditions.

The noise level in the work environment is usually moderate.