



## **Recreation Supervisor - Oakton Community Center**

### **Skokie Park District**

**Contact Name:** Stephenie Gualano

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**Contact Phone:** 847-929-7110

**Closing Date:**

**Salary:** \$50,000 - \$55,000+ DOQ

#### **Description:**

The Skokie Park District has immediate openings for a full-time Recreation Supervisor at our Oakton Community Center!

**Pay:** \$50,000 - \$55,000+ hiring range depending on qualifications and experience

**Benefits:** 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
- 8 paid holidays
- Paid parental leave (eligible after one year of employment)
- 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

**Education:** Bachelor's degree in Recreation and Park Administration, Education or a closely related field is required.

**Experience:** The ideal candidate will have at least two (2) years of recreational programming and supervisory experience.

**Certifications:** Certified Park and Recreation Professional (CPRP) certification preferred. Must be able to obtain and keep current CPR and AED certification. Must possess a valid Illinois Driver's License and possess a reliable mode of transportation to visit various school and camp sites during the work day.

**Other Qualifications:** Must possess excellent organizational, communication, leadership, presentation and customer service skills.

**Duties:**

1. Hires, trains, evaluates, schedules and supervises enrichment club instructors, School's Out Fun program leaders and directors, special event staff and summer camp staff. Assists with hiring, training, supervising and evaluating SPACE staff.
2. Maintains and approves payroll for enrichment program instructors, summer camp staff, special event staff and other programming staff.
3. Plans, implements and evaluates after school enrichment programs to ensure programs meet the needs of the local school districts and their families.
4. Assist SPACE Manager in planning, directing, implementing, and evaluating the SPACE program at all 9 sites, specifically by assisting in weekly site visits.
5. Plans, implements and evaluates teen programs including school day off field trips to local venues.
6. Plans and oversees the School's Out Fun program for school-aged children K-5 during holidays and Teacher Institute Days.
7. Responsible for developing, planning, overseeing and evaluating Teen Travelers Summer Camp(s) and other teen specialty camps as assigned.
8. Participates in the administration of contractual agreements with Skokie school district program sites.
9. Develops new K-8 school-aged programs and special events to maximize the use and revenue of the Oakton Community Center programming rooms.
10. Works cooperatively with other facility staff to maintain and communicate the overall facility schedule utilizing RecTrac.
11. Works with Marketing Department to promote programs, camps and special events.
12. Writes brochure copy for programs under area of responsibility, proofs brochure copy.
13. Develops budgets for enrichment clubs, School's Out Fun programs, teen classes, trips, summer camps and special events.
14. Oversees SPACE staff bi-weekly (or monthly) SPACE daily planning sheets.
15. Monitors monthly budget reports closely to ensure that programs are operating within the budget.
16. Maintains an inventory of program supplies; purchases program supplies and follows district purchasing guidelines.
17. Assists with District-wide special events that include Festival of Cultures, 4th of July fireworks, Backlot Bash and other special events that take place throughout the year.
18. May be requested to participate in District-wide committees.
19. Maintains records and reports, prepares monthly Board reports.

20. Performs other duties as assigned.

**To apply:** Complete online application at <https://www.applitrack.com/skokieparcs/onlineapp/> as soon as possible as interviewing will begin promptly. Include resume with application.

**Contact:** Questions about this position may be directed to Stephenie Gualano, Director of Human Resources at [sgualano@skokieparcs.org](mailto:sgualano@skokieparcs.org) or phone 847-933-4357.

*The Skokie Park District is an equal opportunity employer.*