



FT RECREATION SUPERVISOR: Cultural Arts, Before/After School, Special Events

Glen Ellyn Park District

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Closing Date: 2022-07-31

Salary: \$45,000- \$55,000/yr. depending on qualifications

Description:

The Glen Ellyn Park District is excited to announce a new FT Recreation Supervisor position with the primary responsibilities being the continued growth and expansion of our Cultural Arts and Cheer programs. We have our first two youth theater productions under our belt and are looking forward to more youth as well as adult productions in the future. We're also looking to expand our dance and cheer programs and explore other needs and areas of expansion. With the recent passing of a \$15.9 million referendum to improve and expand multiple facilities and parks as well as purchasing land for future developments, the Glen Ellyn Park District is shaking things up and has BIG plans for the future! Come join us as the excitement unfolds . . .

JOB SUMMARY:

Under the direction and supervision of the Superintendent of Recreation Services, the Recreation Supervisor will be responsible for the planning and general administration of various recreation programs. The anticipated program areas are Cultural Arts which includes dance, theater, music, and art (both in-house and contractual), Golden Eagles Cheer program, Adventure Time Before/After School program, various specialty classes and summer camps, and some seasonal special events. Additionally, this position will be the point person for Spring Ave. facility operations and rentals. Primary responsibilities include staffing, scheduling, budgeting, customer service, and safety of all assigned programs, special events, and other services to meet the needs of our community. Other duties include but are not limited to: updating the activity guide, public relations/marketing, staff training, performance management, facility management, purchasing and inventory control, equipment maintenance, and other duties as assigned. This is an at-will position.

Hours: Generally, Monday – Friday 8:30 am - 5:00 pm, with weekend and evening availability

Location: Spring Ave. Recreation Center – 185 Spring Ave., Glen Ellyn, IL 60137

EDUCATION, EXPERIENCE, AND TRAINING:

The ideal candidate will be passionate about the field of recreation with a self-motivated, resourceful, creative, and outgoing personality. Results-oriented with interest and experience in developing and expanding programming in various areas to fill gaps and create niches is essential. A passion for cultural arts, youth programming, and planning special events is highly desired. A Bachelor's degree

in Recreation, Performing Arts, Leisure Studies, or a related field is required or an equivalent combination of education, training, and experience. At least three years of leadership/supervisory experience is preferred. Experience and understanding of recreation administration and programming, budgeting, customer service, personnel procedures, safety, and event planning are required. Excellent customer service skills with strong communication skills in both verbal and written format. Proficient in MS Office Suite (Word, Excel, and Outlook). Recreation Software experience is preferred, ActiveNet knowledge is a plus. Must possess attention to detail, strong organizational and time management skills, with the ability to shift priorities and multi-task. Capacity to work independently and as part of a team is essential. Must have CPR/First Aid training or receive within 6 months of hire. Must have a valid driver's license and provide own transportation. Available for flexible work schedule, including evenings and weekends.

The Glen Ellyn Park District is a local governmental agency serving residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. The Park District has 29 parks that are meticulously maintained for the community's use in both unstructured recreation and programmed events. The District operates one outdoor aquatic facility, two recreation centers, three athletic field complexes, 23 playgrounds, two lakes, the Ackerman Sports & Fitness Center, Holes and Knolls Miniature Golf Course, Maryknoll Splash Pad, and the recently renovated Lake Ellyn Boathouse. We are an Equal Opportunity Employer, and our mission is to "foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future." We welcome you to apply to become a part of our great TEAM!

BENEFITS WE OFFER:

- Medical Coverage, PPO or HMO option
- Dental Coverage
- Vision Reimbursement Program
- Prescription Coverage
- Employer Paid Life Insurance & Voluntary Optional Insurance Plans
- Free Fitness Membership & Wellness Program
- Pension / Defined Benefit Plan (IL Municipal Retirement Fund)
- Short- and Long-Term Disability (IMRF)
- Paid Time Off (vacation, sick, holidays, floating holidays) & Paid Emergency Leave
- Professional Membership & Continuing Education
- Tuition Reimbursement
- Employee Assistance Program

To apply for this position, go to: <https://www.applitrack.com/gepark/onlineapp>

Please complete an employment application online and include a resume and cover letter.