



Recreation Supervisor

O'Fallon Parks & Recreation

Contact Name: Patrick Christensen
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Contact Phone: (618) 624-0139
Closing Date:
Salary: \$47,840+

Description:

DESCRIPTION

Responsible for administration youth baseball/softball leagues (1000+ participants annually), basketball leagues, art programs, athletic field rentals, scheduling, adult programs, and more within the city of O'Fallon. A SECONDARY FOCUS is to grow and enhance the departments recreation programming by providing new inclusive and diverse program, events, and leagues.

ESSENTIAL DUTIES

Supervises part-time and seasonal program coordinators, game officials, volunteer coaches, and other staff involved in any matters related to recreation programs. Provides feedback and assistance to subordinates as needed. Responds to inquiries. Complaints from subordinates and resolves any discrepancies. Assists in the selection of new coordinators.

Organizes, schedules, solicits, coordinates, and directs all facets of recreation programs, events, contests, camps, and performances. Responsible for the preparation of recreation facilities for scheduled programs and events. Provide technical assistance to the public and community organizations. Arranges meeting rooms and equipment setup for programs. Enforces all relevant parks and recreation rules and regulations. Receives the public and responds to complaints and inquires. Open and secures building.

Designs and implements new Parks and Recreation programs and revises existing activities as needed. Conducts program and evaluations to determine effectiveness and relevance of current programs. Conducts needs assessments to determine current needs and future programs.

Issues press releases and advertises programs and events to increase enrollment and participation. Register's participants and schedules park facilities and rentals. Prepares and markets league schedules and other events. Implements accommodations to meet the special needs of various groups.

Develop new general interest recreational and special event programs for all age groups

Work with Park Maintenance staff to coordinate field and facilities requirements to meet program and event needs.

Develop a marketing plan and schedule for programs, leagues, special events, etc.

Continually identify nationwide and local trends in the areas of youth sports, youth recreation, and adult recreation. Develop and implement similar programs and opportunities for the community.

SECONDARY DUTIES

Provides orientation and training to staff.

Work closely and collaboratively as a team within the recreation department.

Performs the job safely and in compliance with city policies, procedures, safety rules and the employee handbook.

Attends professional conferences and workshops to promote knowledge in related areas of responsibility and for continuing education.

Performs other duties as assigned.

REQUIREMENTS

CPR and First Aid certification, or the ability to obtain within 6 months of hire.

Valid Illinois Class "D" Driver's License or equivalent.

Must possess high-level organizational skills, and can oversee multiple events and program simultaneously.

Good knowledge of the principles, practices and objectives of park and recreation administration.

Ability to understand and apply city philosophies in relation to government agencies, public groups, and private groups, and to the public.

Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government.

Ability to work independently in day-to-day operations with general direction from the Superintendent of Recreation.

Capacity to be self-motivated and achieve goals with minimal supervision or direction.

EDUCATION, EXPERIENCE AND TRAINING

BA/BS in Parks and Recreation, Sports Management, or closely related field from an accredited university

Or, any equivalent combination of education, experience and training.

HOURS

Sunday through Saturday, 40 hours a week, a combination of evening and weekend hours required.

Employee is considered to be on duty whenever the need exists.

ADDITIONAL BENEFITS

Health/Vision/Dental Insurance

HSA Account

Life Insurance Policy

IMRF Pension Plan

Position accrues vacation days, sick time, and one personal day per year.

Apply online at <https://www.governmentjobs.com/careers/ofallonil/jobs/3651425/recreation-supervisor?page=2&pagetype=jobOpportunitiesJobs>