



Recreation Supervisor

Oak Lawn Park District

Contact Name: Tracey Gallik
Contact E-mail: Tgallik@olparks.com
Contact Phone: 708-857-2200
Closing Date: 2022-10-31
Salary: \$43,000 + DOQ

Description:

POSITION SUMMARY:

The Recreation Supervisor is responsible for planning and overseeing various programs offered through the Recreation Department of the Oak Lawn Park District. Programs consist of: Day Camp, Pre-School, Dog Obedience Classes, Tot Programs, Special Events and other duties as assigned. The Recreation Supervisor assists in the immediate supervision of part-time staff and instructors.

QUALIFICATIONS:

Graduate of an accredited college or university with a major in parks and recreation or a closely related field; at least one year experience in a community recreation setting, CPRP or eligibility preferred.

ESSENTIAL FUNCTIONS:

- Plans programs/special events and prepares written descriptions for brochure.
- Maintains required records on programs, monthly reports and periodic special reports.
- Assists in training and supervising of program assistant part-time staff and volunteers.
- Prepares budget estimates for programs and monitors program expenditures for department programs.
- Works cooperatively with all other departments of the district to enhance the overall quality of all district programs and to promote department programs as assigned.
- Participates in inter-departmental in-service training programs as assigned.
- Maintains liaisons with professional organizations and participates in state training, educational and certifications or programs as directed.
- Obeys and enforces all practical safety rules, regulations and procedures established by the safety program.
- Evaluates the effectiveness of services and makes recommendations on modifications of existing programs or introduction of new ones.
- Ability to work with computer software system to input programs, create reports, etc.

- Works the Oak Lawn Park District's mandatory holiday events
- If a major event occurs that limits park district operations or forces a park district shut down and restricts employee from performing their normal job duties they may be assigned to duties outside of their job description as warranted by the situation.
- Assist in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties
- Other duties as assigned.

BENEFITS:

The Oak Lawn Park District is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure and maintain a work/life balance. Some of the many benefits we offer include: Medical, Dental and Vision Care; Pension Plan (IMRF); Paid-Time Off (Vacation, Sick-time, Comp/Flex time, Holidays); Employee discounts at all park district facilities and for programs- free use of all fitness facilities for employees; Monthly Healthy Living Club Meetings- provide staff an opportunity to try different forms of recreational activities at no cost.

Interested applicants should submit a cover letter and resume to Tracey Gallik, Oak View General Manager, at tgallik@olparks.com. Oak Lawn Park District is an Equal Opportunity Employer.