



Recreation Supervisor - School Day Programs & Camps St. Charles Park District

Contact Name: Christina Janes

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Closing Date:

Salary: Starting at \$50,155.00 annualized, DOQ

Description:

Job Summary About the Role

By understanding the Departments fiscal and operating goals, along with District safety and overall policies and procedures, develop and lead direct reports to deliver high quality recreation services for residents, visitors and the St. Charles community. Areas of responsibilities include, but are not limited to, before and after school care, no school day programs, after summer camps for school age participants.

Starting salary is \$50,155.00 annualized, DOQ.

Knowledge, Skills & Experience

This position is well suited for someone with a friendly and positive personality who is productive and shows initiative, is an effective written and oral communicator, is reliable and safety-minded.

Knowledge of scheduling and recreational programming for youth; basic management procedures and budget is needed.

Bachelors degree in Education, Recreation, Social Work or a related field is required. One to three years with some supervisory experience, effectively working in general recreation programming and/or youth recreation programming. A valid Illinois State Drivers License is required. Maintain current CPR/AED/First Aid Instructor Certification or obtain instructor certification within six months of hire.

Essential Functions of the Position

Park District Competencies

Follow all departmental safety rules that pertain to the duties performed and support all aspects of Park Districts safety and risk management program.

Work cooperatively and collaboratively with residents, colleagues, the public, PDRMA and other agencies or organizations as delegated.

Recommend improvements and efficiencies to better accomplish individual and district goals in the best interests of the St. Charles Park District community.

Comply with park district policies and administrative procedures.

Effectively communicate both orally and in writing.

Responsibilities

Provide leadership to staff and program participants.

Assess the needs of youth and families, recommend modifications and implement new programs.

Develop, organize, promote, and supervise programs and camps for school-aged participants.

Resolve problems with staff members and patrons in a sensitive and mature manner.

Maintain participant confidentiality when handling sensitive participant information.

Provide instruction in first aid and CPR/AED to personnel.

Work weekends and evenings, as assigned.

Administrative

Develop goals, objectives and operating procedures for areas of responsibility.

Work as a liaison with the local government agencies (School District, Park District, City of St. Charles, Townships, etc.) newspapers, Illinois Park and Recreation Association, parent organizations, vendors, independent contractors and other community groups.

Prepare and submit records and reports, (including: attendance, payroll, etc.) and make presentations as required.

Assist with the annual budget for assigned programs and activities.

Purchase supplies and equipment as needed per Park District policy.

Execute emergency procedures and facility evacuations, as necessary.

Supervisory

In consultation with your immediate supervisor, exercise supervisory authority and judgement on an ongoing basis related to subordinate employees reporting directly to you, in matters including: development of job descriptions, hiring, layoffs, compensating within approved budgeted perimeters, and disciplinary action up to and including termination, in compliance with Park District policies and procedures.

Exercise supervisory authority and judgement on an ongoing basis to subordinate employees reporting directly to you in matters including, but not limited to: employee training, scheduling, assigning, directing and overseeing completion of work assignments, and employee performance evaluation.

Marginal Functions of the Position or Role

Lead and assist with special projects and events. o Perform all other duties as assigned.

Physical and Environmental Requirements

Frequently (46-100% of the time)

Occasionally (16-45% of the time)

Rarely (0-15% of the time)

Position or Activity

Sitting - Frequently

Walking - Frequently

Climbing - Rarely

Balancing - Occasionally

Stooping/Kneeling - Occasionally

Crouching - Occasionally

Crawling - Rarely

Reaching - Occasionally

Handling/Feeling - Occasionally

Strength

Routinely push, pull and/or lift to waist up to 40 lbs and 41 to 50 lbs with assistance.

EEO Statement and Accommodations

The St Charles Park District is an equal opportunity employer under all state and federal laws and regulations. The job responsibilities are subject to accommodations pursuant to the Americans with Disabilities Act of 1990. If you require assistance or accommodation with the application process, please contact the Business Department at 630-584-1055.