



Recreation Supervisor/FLASH Coordinator

Oak Lawn Park District

Contact Name: Cate Coyle
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Closing Date:
Salary: \$43,000 - \$47,000 DOQ

Description:

POSITION SUMMARY

The Recreation Supervisor/FLASH Coordinator is a full time, exempt position. The position will oversee the FLASH Before & After School Program, as well as fitness programming, personal training, massage therapy at the Community Pavilion.

QUALIFICATIONS

Graduation from an accredited university with a Bachelor's degree in recreation or a related discipline. At least two years of work experience in the field of recreation is desirable.

ESSENTIAL FUNCTIONS

- Will work harmoniously with Ridgeland School District 122 and Oak Lawn Hometown School District 123 to provide the FLASH Before & After School Program.
- Hire, staff and train 40+ part time staff to facilitate the FLASH Program.
- Provide excellent customer service to the families in the FLASH Program by offering quality care, a safe environment and flexible options to accommodate as many families as possible.
- Closely monitor FLASH billing and household balances to insure timely payments.
- Follow up in a timely manner on delinquent payments and address according to policy.
- Oversee the operations of all Pavilion fitness programming.
- Hire, train and schedule fitness staff.
- Monitor current trends and offer relevant and attractive programming to accommodate a variety of fitness levels.
- Coordinate personal training and massage therapy.
- Work with the PR & Marketing Department to create advertisements and promotional materials for programming on a regular basis.
- Will evaluate non-contracted programming and operations on a regular basis to insure we are meeting or exceeding the required 30% profit margin on revenue to cover overhead expenses.
- Works the Oak Lawn Park District's 4th of July and Halloween event.

- 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 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 Cate Coyle, Pavilion General Manager, at ccoyle@olparks.com. Oak Lawn Park District is an Equal Opportunity Employer.