



Recreation Supervisor

Park District of La Grange

Contact Name: Kevin Miller
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Contact Phone: 708-352-1762
Closing Date: 2023-01-31
Salary: \$47,000 - \$55,000

Description:

GENERAL PURPOSE: The Recreation Supervisor is responsible for all aspects of management and administration of Preschool, Early Childhood/Youth programs, Special Events, Adults & Senior programming, including all services, projects, and assist in the creation of the Recreation Department budget. The employee follows the overall goals and objectives determined by the Director of Recreation – activities, teaching programs, services, policies and procedures are to be followed as prescribed by the Executive Director upon policy approval by the Board of Directors, but with a great deal of autonomy. The employee will be held accountable for providing our customers a functional, attractive, safe, and accessible recreation experience within limitations in the resources made available. The employee is also evaluated in terms of program management, personnel management, fiscal administration, quality of customer service, the ability to set and meet the financial budget and program operations.

QUALIFICATIONS: Graduate of a four-year college or university. A Bachelor's Degree in a recreation-oriented or closely related field preferred. Must have good oral and written communication skills. Certified in CPR and First Aid is required within first 90 days of hire. Should have a valid Illinois Driver's License. Must be proficient at basic computer word processing software. Must have 3-5 years' experience in operating recreation programs or an equivalent combination of education and experience.

ESSENTIAL DUTIES: Administers and maintains the Recreation Center and assigned program areas for the Park District of La Grange, which includes Preschool, Early Childhood/Youth Programming such as STEAM, Dance & Nature classes, Teens, Trips, Adults/Seniors and Special Events.

SCHEDULING & BENEFITS: This is a full-time, exempt (salary) position. Hours are Monday-Friday 9:00am-5:00pm with evening and weekend hours as needed.

We offer a generous benefits package that includes Medical Coverage (PPO or HMO), Dental Coverage, Vision Insurance, Hearing Coverage, Life Insurance, Voluntary Life Insurance, Pension Benefit Plan (IMRF), Paid Holidays, Personal Days, Accrued Vacation and Sick Time, FREE La Grange Fitness Membership, Discounted Programs and Rentals, Professional Development and Paid Membership Dues.

To view full job description, please visit www.pdlg.org.

To apply, interested applicants should email Kevin Miller their Cover Letter and Resume at

kevinmiller@pdlg.org