



Recreation Supervisor - Athletics and Aquatics

City of Galesburg

Contact Name: Elizabeth Varner

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Closing Date:

Salary: \$52,015.25

Description:

Are you The One? We are looking for an enthusiastic individual to fill the empty spot in our awesome team. The City of Galesburg seeks interested applicants to fill the position of Recreation Supervisor (Athletics and Aquatics) in the Department of Parks and Recreation. This full-time, exempt, salaried position with a starting annual rate of pay of \$52,015.25. The position is responsible for the development, supervision, implementation, training, and overall management of assigned recreation programs, facilities, and staff. The individual selected to fill this position will collaborate with all supervisory staff to help manage the Parks and Recreation Department.

ESSENTIAL FUNCTIONS

Assists in the development, planning, implementation, supervision, scheduling, and promotion of recreational programs, activities, and special events.

Responsible for assigned facilities and equipment operations. Facility operations include supervision and scheduling of staff, facilities, and maintenance.

Recruit, train, supervise, schedule, manage, discipline, evaluate, and communicate with all staff assigned to the Recreation Supervisor

Assists in marketing and public relations work for the department.

Serves as a liaison with other departments and divisions, the public, community groups, and organizations.

Responsible for budgeting in prescribed areas, including accounting for revenues and expenditures.

Review and approve payroll hours in assigned area to ensure accuracy and rate of pay.

Collaborates with office staff to ensure program information is entered properly in the recreation software system and publications.

Ensure financial accountability, and complete proper forms and paperwork required for the position in the assigned areas.

Monitor recreation programs, facilities, and staff; including evenings, weekends, and holidays as necessary.

Responsible for the scheduling of the Lake Storey Pavilion facility and staff.

Additional job-related duties or tasks as assigned by the Director of Parks and Recreation.

EDUCATION & EXPERIENCE

Bachelor's degree in Parks and Recreation Administration or a closely related field which would provide the required knowledge, skills, and experience.

Two years related full-time job experience in the recreational field, including supervisory experience, is preferred, along with working knowledge in Facility Management.

Valid American Red Cross Lifeguard and Lifeguard Instructor certifications are required for the position within six months of hire.

PERSONAL QUALIFICATIONS AND ABILITY

Ability to follow directions and work with minimal supervision.

Ability to stimulate community interests in recreation programs and activities.

Ability to absorb information and make decisions based on that information.

Ability to establish and maintain working relationships with other employees, business contacts, and the public.

Ability to communicate effectively through strong written and verbal skills with co-workers and the public.

To be knowledgeable of the City's safety procedures and practices.

Ability to maintain a clean driving record and State of Illinois Driver's license.

Employees holding this position may be required to perform other job-related duties or tasks as assigned by the Director of Parks and Recreation.

HOW TO APPLY

To apply, all applicants must complete and submit an electronic application for employment through the City's website at:

https://www.ci.galesburg.il.us/government/departments/human_resources/index.php

To receive full consideration, applications should be submitted as soon as possible. Recruitment will continue until the position is filled.