



Recreation Supervisor

Oak Lawn Park District

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Closing Date:
Salary: \$43,000 + DOQ

Description:

The Recreation Supervisor is a full time, exempt position. The position will assist in the operation of the FLASH Before & After School Program and Summer Day Camp. They will oversee Youth Basketball Leagues and Sports Party Rentals at the Community Pavilion. They will oversee Trips at the Oak View Center. This position will act as the Volunteer Coordinator for the district.

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.

IMMEDIATE SUPERVISOR

The Recreation Supervisor reports to the Pavilion General Manager and the Oak View General Manager.

ESSENTIAL FUNCTIONS

- Assist in the daily the operations of the FLASH Before and After School Program and Summer Day Camp
- Plan and schedule FLASH field trips and break camps
- Order supplies and snacks.
- Assist in recruiting, hiring and training FLASH program staff.
- Manage FLASH staff scheduling.
- Hire, train and schedule staff to work Sports Parties at the Community Pavilion.
- Manage Sports Party schedule and keep up with equipment.
- Oversee K – 3rd Grade Youth Basketball League.
- Hire, train and schedule staff to facilitate league.
- Work with ref assignor to schedule referees.
- Recruit and train volunteer coaches.
- Promote and facilitate a minimum of (1) trip each season.

- 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 Summer's Last Blast 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.
- Oversee volunteer program for the Oak Lawn Park District.
- Other duties as assigned.

MARGINAL FUNCTIONS

- Observe and enforce the practical safety rules, regulations and procedures established by the safety program
- Attend meetings with other departments in the park district to keep informed of events within the district

PHYSICAL CONSIDERATIONS

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work closely with co-workers
- Must be able to work well with the general public

ENVIRONMENTAL CONSIDERATIONS

- Worker must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind, and rain)
- Indoor environmental conditions will include lighting and temperature

COGNITIVE CONSIDERATIONS

- The ability to read, write, and organize materials
- Must be able to follow directions - oral and written

REQUIRED CERTIFICATIONS

- CPRP Recommended
- The individual must be certified in CPR/First Aid/AED certified or be willing to become certified within 90 days of hire.

BENEFIT OPPORTUNITIES

Our employees are our most valuable asset that's why at the Oak Lawn Park District we are committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure, and maintain a work/life balance.

Stay Healthy

- Medical, Dental, and Vision Insurance

Feeling Secure

- Administration of deferred Compensation program through Nationwide, Penserv, Valic (noncontributory by employer, please contact the HR department for more information)
- Life and Accidental Death & Dismemberment
- Pension Plan (IMRF)
- Employee Credit Union
- Cafeteria Plan

Work/Life Balance

- Employee Assistance Program (MetLife)
- Monthly Healthy Living Meetings
- Paid-Time Off (Vacation, Sick-time)
- 14 Paid Holidays (Birthday included)
- Employee discounts at park district facilities and for programs