



## **Recreation Supervisor - Early Childhood Programs (full-time, exempt)**

Rolling Meadows Park District

**Contact Name:**

**Contact E-mail:** [www.rmparks.org/jobs](http://www.rmparks.org/jobs)

**Contact Phone:**

**Closing Date:** 2023-03-10

**Salary:** \$52,000 - \$56,000, DOQ

### **Description:**

**JOB SUMMARY:** The Recreation Supervisor – Early Childhood Programs is responsible for the Preschool, Early Childhood, and Preschool/Pre-K Camp programs at the Park District. This position also includes supervision of part-time Preschool/Early Childhood and Camp staff as well as oversees program development and curriculum. This is an at-will position. Additional duties include:

Research, plan, organize, develop, market and implement Early Childhood and Preschool programs that satisfy the needs of the community. Develop and implement program curriculum, field trips and special events that align with Early Childhood learning standards. Plan program dates and coordinate registration for Preschool. Analyze program feedback, research program area needs and take action to develop and improve. Work in partnership with Northwest Special Recreation Association (NWSRA) to maintain an inclusive program through reasonable accommodations. Maintain electronic communication with participants, including designed email and photo-sharing app. Responsible for the management of part-time staff including but not limited to recruiting, hiring, training, scheduling, timecard tracking and approving, and evaluating and coaching. Develop and maintain good working relationships among staff. Develop rapport with program participants and parents. Responsible for supervision of the Community Center as assigned. Responsible for developing and proofing of information for the program guide three (3) times a year. Promote programs through a variety of marketing techniques, including social media and email. Engage with professional association committees and other peer groups to stay current regarding trends and keep program areas in line or ahead of local competitors. Keep program attendance reports, accident forms, and program recap reports and attend meetings as assigned.

Develop and monitor program budgets. Perform other duties as assigned, including but not limited to, instructing/coaching programs as needed.

**QUALIFICATIONS:** Qualified candidates must possess a minimum of a Bachelor's Degree from a college or university, with an emphasis in Early Childhood Education, Recreation or related field with at least three (3) to five (5) years of related experience, or equivalent combination of education and experience. Experience in early childhood/preschool and summer camp programming is preferred. Proven successful and progressive experience in leadership in a supervisory capacity. Ability to obtain professional certification (CPRP) desired.

**SCHEDULE & PAY:** This is a full-time, exempt position. Minimum of forty (40) hours per week. Must be able to work occasional evenings and weekends, as required. Target hiring range is \$52,000 - \$56,000, DOQ (dependent on qualifications).

**BENEFITS OFFERED:** In exchange for your time and talent, we offer a generous benefit package: Medical & Prescription Coverage; Short & Long-Term Disability; Paid Holidays & Vacation Time; Dental & Vision Coverage; 457 Defined Contribution Plan; Tuition Reimbursement; Life Insurance (basic & voluntary); Flexible Spending Accounts; Facility Discounts & Usage Benefits; Pension Defined Benefit Plan (IMRF).

**APPLY TODAY!**

[www.rmparks.org/jobs](http://www.rmparks.org/jobs)

Please include Cover Letter and Resume (Deadline: March 10, 2023)

The Rolling Meadows Park District is an Equal Opportunity Employer.