



Recreation Supervisor - Seniors and Active Adults, Full-Time, IMRF (Pension)

Park Ridge Park District

Contact Name: Sarah Chuipek

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Closing Date:

Salary: 50,000 - \$52,000 Annually - Depending On Qualifications

Description:

Description: The Park Ridge Park District has an exciting and unique opportunity to assist with the general operations of the Centennial Activity Center. We are seeking a motivated and creative individual to join our management staff and serve in assisting with the overall operation of the Activity Center. Selected individual will have an enthusiasm for working with seniors and adults ages 55+. Under the supervision and direction of the Activity Center Manager, the Recreation Supervisor is responsible for the planning, chaperoning, implementing and evaluating of a broad spectrum of general recreation programs, trips and events for seniors and active adults to meet community need. This position will plan, organize, promote, conduct the programs within established guidelines, policies and procedures; and in an effective, efficient and responsive manner.

Qualifications: Bachelor's Degree in Recreation or related field. Minimum three years of full-time experience in recreation programming, preferably working with senior population. Food Service & Sanitation License or the ability to obtain within six months of hire. Working knowledge of Microsoft Office software is required as well as knowledge of or ability to learn Vermont RecTrac registration software and MSI accounting software. Ability to drive a 14-passenger bus upon training provided by the District.

Ideal candidate will possess enthusiasm for working with the senior and adult populations, excellent communication skills, and the ability to work within a fast-paced team environment with individuals of varying ages.

Availability: Monday-Friday, 8:30am-4:30pm, occasional evenings and weekends.

View Full Job Description and Apply:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=80837&clientkey=B0740028DEE3C448CF2AD769B3A4602A>