



## **Recreation Supervisor of Youth Programs, Full Time, IMRF (Pension)**

River Trails Park District

**Contact Name:** Katelynn Putkonen  
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**Closing Date:**  
**Salary:** \$45,355-\$52,902

### **Description:**

The River Trails Park District in NE Mount Prospect is hiring a Recreation Supervisor of Youth Programs. The supervisor is responsible for the development, and administration of a variety of recreation programs in the areas identified by the Superintendent of Recreation Operations. The supervisor oversees the day to day operations of the before and after school care program along with the summer camps.

### **ADMINISTRATIVE:**

- Maintains a thorough understanding of the Park District's policies and operations. Enforce and interpret those policies as needed
- Assists with the Distinguished Agency participation (Department compliances) as requested
- Assists with the development of Annual Departmental and Safety goals
- Participates with the development of the district's Strategic and Comprehensive Master Plans
- Participates in the bi-annual departmental SWOT Analysis as requested
- Assists Manager of Marketing and Communications in the development of brochures, newsletters, electronic posts and notifications
- Participates with all program area projects
- Attends and participates in the Recreational Department meetings
- Develops and maintains working relationships with ALL park district departments
- Develops and maintains working relationships with community organizations and residents
- Continues educational growth and professional memberships allowing access to outside resources and information

### **PERSONNEL MANAGEMENT:**

- Oversees area personnel including recruiting, hiring, training, disciplining and evaluating
- Monitors area staff off-days, submits for payroll & approves requests

### **PROGRAMMING:**

- Creates new and inventive recreational programs on a regular basis
- Coordinates area programs and facility schedules
- Attends the annual park district / school district room usage meeting
- Assists with area operations statistical reports (trends, recommendations)
- Handles public information and advertising for assigned programs
- Assists with all Special Events as requested
- Enters program information into the recreation software system

#### BUDGETING / FINANCE:

- Administers all aspects of the program area budget
- Prepares and controls all pertinent budget accounts
- Purchases and controls all necessary supplies and equipment for assigned programs
- Oversees and prepares recreation personnel payroll
- Assists with the tracking of monthly/annual revenues and expenses for all area programs and develops reports as requested
- Monitors monthly financial reports, spending and revenues and takes action when necessary

#### RISK MANAGEMENT:

- Actively supports and enforces the safety program instituted by the Park District
- Participates in the district's Loss Control Review participation (Program Area compliances)
- Maintains a working knowledge of all general agency and department-specific safety rules
- Attends required safety program and in-service education meetings
- Corrects unsafe conditions and/or reports them to Safety Coordinator
- Uses material handling equipment or staff assistance when lifting and/or moving objects 50 pounds or heavier
- Addresses unsafe employee and patron behaviors by approaching, correcting and coaching
- Enforces safety disciplinary policies and procedures
- Uses protective gloves, masks and other personal protective equipment (PPE) to prevent exposure to pathogens
- Fosters a working environment that promotes safe work habits and active participation in the agency's risk management program

#### ADDITIONAL FUNCTIONS:

- Perform other duties and functions as requested
- Attends all board meetings and prepares reports as requested
- Prepares routine and special reports as directed
- Actively participates in IPRA committee(s)
- Serves on assigned internal and community committees
- Supervise facilities as needed
- On call nights and weekends as needed

#### REQUIRED:

- Ability to work well with external and internal customers

- Excellent (Oral and written) communication and organization skills
- A high level knowledge of programming
- Possession of a valid driver's license
- Proficient knowledge and experience in Microsoft Office applications
- Certification in Cardio Pulmonary Resuscitation (CPR), First Aid and Automated External Defibrillator (AED) within 3 months of employment
- High level of planning and problem solving skills

RECOMMENDED:

- Bachelor's Degree in Parks and Recreation Administration or related field preferred
- Two (2) years progressive Parks and Recreation experience
- Certified Park and Recreation Professional

Salary range: \$45,355-\$52,902

View full job description at [RTPD.org](http://RTPD.org)

APPLY ONLINE! Visit us at: <https://www.rtpd.org/about/employment-contact-us/#employment>

\*\* Position will be open until filled. \*\* River Trails Park District is an Equal Opportunity Employer. \*\*