



Recreation Supervisor: Athletics

Carol Stream Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$44,000-\$54,000 per year (starting salary)

Description:

Salary & Benefits Include:

- \$44,000 - \$54,000 per year (starting salary).

- Full benefits package including health insurance, IMRF Pension, paid time off (10 vacation days, 10 sick days, 2 personal days, 13 holidays, and 1 Birthday holiday), program discounts, and complimentary Fitness Center, Dog Park, and Coral Cove Water Park memberships for you and your immediate family.

Hours: 40 hours a week, working primarily weekdays with occasional nights and weekends.

Position Summary: The Recreation Supervisor is responsible for the development and management of athletics, tournaments, and programming.

Essential Job Functions:

- Develop, implement, supervise, and evaluate athletics, tournaments, and programming.
- Recruit, train, schedule, supervise, and evaluate staff, and volunteers.
- Develop content for seasonal program guides, promotional materials, and reports.
- Ensure high quality programs and services by researching trends and innovations within the industry.
- Continuously review and improve procedures to maximize safety and efficiencies.
- Develop, maintain, and maximize program budgets; analyze financial reports.
- Promote excellent customer service relations with participants, contractors, and volunteers.

Qualifications:

- Bachelor's Degree in Recreation, Sports Management, or related field preferred.
- Minimum of two years related experience in Athletics and staff supervision.
- Strong leadership, organizational skills, and creativity. Detail-oriented with the ability to multi-task and problem-solve with minimal direction. Strong written and verbal communication skills. Able to interact and collaborate with all levels of employees.
- Experience with budget management.

- Experience with computer, office, and recreational equipment. Proficiency with Microsoft Office. Usage of ActiveNet registration software, Incode accounting software, and TimePro payroll software will be required.

- A valid Illinois drivers license is necessary.

- CPR & first aid certification will be required (and provided).

- Must successfully pass a post offer drug test and drivers abstract.

- Must successfully pass a background check.

Please visit the "Job Opportunities" section of our website at www.csparks.org to complete an online application and upload your resume.