



Recreation Supervisor

Winfield Park District

Contact Name: Thomas Bower

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Contact Phone: 630-653-3811

Closing Date:

Salary: \$40,000-\$55,000, plus benefits

Description:

SUMMARY The Recreation Supervisor is responsible for coordinating and organizing recreational programs. This position is responsible for the oversight of the Preschool, Seniors, Early Childhood through Adult General Educational Programming, Facility Rentals and some Special Events. The position is full time, but hours may fluctuate to accommodate evening or weekend programs. Recreational programs are organized four times per year. Driving is a part of worker's responsibilities, as he/she must transport participants to, from and during some activities.

QUALIFICATIONS Must have a Bachelor's Degree in Park and Recreation Management, Education or a related field. Also must have experience in operating recreation programs or an equivalent combination of education and experience. Certification by a professional association is preferred, or within one year of employment. On-going participation in continuing education seminars and workshops is desirable. A valid drivers license is required.

IMMEDIATE SUPERVISOR: Superintendent of Recreation

ESSENTIAL FUNCTIONS:

1. Planning, organizing, implementing, and evaluating programs and trips (early childhood-adult).
2. General phone use.
3. Active participation in programs, special events and trips.
4. Supervision of program instructors and seasonal staff for Park District.
5. Driving a car, van, or mini-bus to transport participants.
6. Perform all job tasks within rules and guidelines of the District's safety program.
7. Prepares part-time / seasonal staff payroll.
8. Prepares program content for the seasonal brochure.
9. Hire, train and supervise staff for preschool, special events, early childhood and adult programs.
10. Prepare cost analysis budgeting of programs and activities.
11. Work with other agencies on cooperative programming efforts.

MARGINAL Functions:

1. Physical set up/ clean-up of recreational programs.
2. Assisting co-workers in Park District facility by handling new inventory shipments and transporting them to the appropriate location.
3. Assist with covering the front desk duties.
4. Promotion and marketing of recreation programs.

PSYCHOLOGICAL CONSIDERATIONS: Must have ability to deal with other people under stressful situations.

PHYSIOLOGICAL CONSIDERATIONS: None.

ENVIRONMENTAL CONSIDERATIONS: May be required to work during various weather conditions, including hot temperatures.

COGNITIVE CONSIDERATIONS: Must have ability to read, write, and organize materials. Must be able to supervise others and have good safety awareness.

This position includes full benefits package.

Cover Letter and resume should be emailed to Tom Bower at tomb@winfieldparkdistrict.com

The Winfield Park District is an Equal Opportunity Employer.