



## **Recreation Supervisor**

### **Village of Brookfield**

**Contact Name:** Brad Mitchell

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**Closing Date:**

**Salary:** \$54,778 - \$71,212

#### **Description:**

The Village of Brookfield is seeking qualified applicants for the full-time position of Recreation Supervisor. The salary range for the position is \$54,778 - \$71,212. The Village provides a full complement of benefits including paid vacation, paid holidays, personal days, and sick days. Additional benefits include health and life insurance, participation in the Illinois Municipal Retirement Fund (IMRF), and deferred compensation plans. The Recreation Supervisor position is an exempt, non-union position who reports directly to the Director of Parks and Recreation.

#### **ABOUT BROOKFIELD**

The Village of Brookfield, population 19,476, is a vibrant, diverse community located 13 miles west of downtown Chicago that offers convenient transportation with numerous community amenities including respected schools, an excellent library, three Metra train stations and a parks and recreation system. This non-home rule municipality is home to the Brookfield Zoo, owned by the Cook County Forest Preserve District and operated by the Chicago Zoological Society. Brookfield is a full-service community with a total budget of \$45 million and 92 full-time employees. Village departments include Village Manager's Office, Finance, Community Development, Fire, Police, Public Works, and Parks and Recreation.

#### **ABOUT THE PARKS AND RECREATION DEPARTMENT**

The Village of Brookfield Parks and Recreation Department plans and implements general recreation and special events programs, facilitates the rental of Parks and field usage, and manages the recreation facilities and program offerings for the Village of Brookfield. The mission of the Department is to provide a wide range of quality recreational and leisure programming and events for individuals of all ages, abilities, interests, and cultures for the maximum life enhancing benefit while also ensuring fiscal responsibilities and providing unexpected values.

The Parks and Recreation Department is currently staffed by the Director of Parks and Recreation, two Recreation Supervisors, and part-time and seasonal staff. As part of the Parks and Recreation Department, there are four (4) facilities and ten (10) parks. In addition to owned Village facilities, the Department also manages Intergovernmental Agreements for share services with (4) of the six total servicing Elementary and High School Districts.

#### **POSITION RESPONSIBILITIES & DUTIES**

- Manages recreation program offerings including development, marketing, staffing, scheduling, and

supervision. Maintain contractual relationships associated with programming.

- Assist with the development and administration of the Parks and Recreation Department budget.
- Supervises subordinate personnel. Carries out supervisory responsibility in accordance with Village policies. Provides leadership, training, and instruction. Plans, coordinates, schedules, assigns, reviews work and maintains work standards. Evaluates performance of part-time, seasonal, and contractual instructor staff. Administers appropriate performance coaching, counseling, and disciplinary action. Ensures continuity of high customer service standards and adherence to safety standards by subordinate staff.
- Directly responsible for Before and After school programming, camps, and youth recreation programming of 6-year-old to 14-year-old participants.
- Develop, create, and implement a wide variety of programs and special events based on current trends, community needs, and demographics. Works with other departments and community groups on programs and special events. Prepare evaluation reports following all special events.
- Develop strategic marketing and promotional efforts for recreation programming and special events with the assistance from the Director of Parks & Recreation.
- Coordinate, recruit, and administer the Parks and Recreation Department volunteers.
- Assist with purchasing of all appropriate supplies and equipment for programs and events.
- Plan, administer, and maintain contractual relationships associated with youth and adult programming.
- Assists with the preparation of staff reports and other correspondence on Parks and Recreation topics for the Village Board, Committees and Commissions consideration, information and/or action.
- Attends Parks and Recreation commission meetings and other Committee/Commission meetings as required. Makes presentations and explains recommendations.
- Establish a relationship with community groups and coordinate program offerings.
- Additional duties as assigned.

#### PREFERRED QUALIFICATIONS

- Bachelor's degree in Recreation, Sport and Tourism Management or transferable skills in a related field.
- 1 to 2 years of full-time programming experience or more than 5 years part-time experience in parks and recreation with supervisory roles preferred. Certified Parks and Recreation Professional (CPRP) preferred.
- Knowledge of the principles and practices of parks and recreation operations and programs.
- Knowledge of federal, state, and local law affecting parks and recreation operations.
- Knowledge of municipal administration and organization.
- Frequent contact with other Village employees, community groups, volunteers affiliate organizations, vendors, local businesses, and the public; must be able to communicate verbally, must occasionally make presentations and demonstrate good customer relations.
- Frequently prepares written reports; must be able to communicate in writing.
- Ability to develop new creative recreation programs and special events.
- Ability to develop new marketing plans for seasonal programs.
- Ability to provide supervision. Ability to influence, encourage, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures, and standards to subordinate staff.

- Excellent file maintenance and organization skills required.
- Knowledge of RecTrac/Vermont Systems or other recreation software preferred.
- Ability to handle multiple tasks simultaneously and in a timely manner.
- Ability to learn, understand and adhere to all applicable safety precautions and procedures.
- Operates all tools and equipment needed to safely perform job duties.

#### HOW TO APPLY

Qualified candidates can apply for the position at <https://brookfieldil.gov/departments/village-managers-office/human-resources/>. Please include a cover letter and resume. Position will remain open until filled.

If selected, successful completion of a criminal background check, and post-offer physical and drug/alcohol screening, and driver abstract record search are required.

The Village of Brookfield is an Equal Opportunity Employer.