



Recreation Supervisor

City of Belleville

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Closing Date:
Salary: \$50,000 - \$60,000

Description:
CITY OF BELLEVILLE, ILLINOIS JD#804

04/23/23

POSITION TITLE: Recreation Supervisor

DEPARTMENT: Recreation

SUPERVISOR: Director of Recreation

Job Summary

Coordinates special event and leisure programs, facility management, minor maintenance and repairs of equipment used in assigned programs and other duties as assigned. Hires and/or recruits part-time and volunteer staff needed to administer programs. Assist with the Recreation Budget and operations. This position assumes the Director's duties in his or her absence.

Job Scope

Supervises part-time and volunteer personnel. Assists in development of program budgets.

Principle Duties and Responsibilities

- Overall oversight of the Nichols Community Center and programs.
- Oversight of the Recreation Dept areas of the Southwestern Illinois Justice and Workforce Development Campus (The Campus) to include the gyms, tennis courts, football stadium. Works closely with The Campus Facility Coordinator as needed.
- Assists with the expansion and implementation of programs as assigned, notifies proper personnel of any necessary maintenance needs to equipment and facilities, and assists with coordination of building, field, and court usage.
- Recruits and dismisses program personnel subject to approval of supervisor and City policies.
- Assigns and supervises personnel and volunteers, and provides for continuous training.
- Directs and accounts for expenditure of funds for programs under the supervision of the Director.
- Assists with budget preparation for programs.
- Organizes and operates youth and adult programs. Handles administration, publicity, advertising,

correspondence, and scheduling.

- Purchases supplies, equipment, and awards as needed and delivers to appropriate sites as needed.
- Organizes and operates youth and adult leagues and programs. Handles administration, publicity, advertising, correspondence and scheduling.
- Prepares managers and leadership manuals for programs as needed.
- Evaluates the adequacy and efficiency of each program operation by recording the program participation and residency, cost analysis, personnel, inventories, equipment, public usage of facilities, maintenance and repair, and inspections.
- Answers questions from the public and program participants on concerns and complaints.
- Supervises the implementation of specialized programs, such as clinics, special events and other community service projects as needed.
- Designs program flyers, brochures and newsletter as needed for distribution to the public.
- Develops and negotiates contracts with vendors as necessary.
- Coordinates Concert Series, Movies in the Park, Angel of Hope program, Calls from Santa, Fishing Derby.
- Coordinates and oversees the summer day camp program with the Day Camp Supervisor.
- Continues to identify nationwide and local trends in programming areas. Develops and implements similar programs and opportunities to the citizens of Belleville and surrounding communities.
- Adheres to proper safety techniques and utilizes safety equipment.
- Maintains positive work atmosphere by behaving and communicating in a manner which promotes good working relationships with clients, customers, co-workers and supervisors.
- Performs other duties as assigned. (It is the City's desire to maximize each employee's value and capability by promoting cross training to enable him/her to do several jobs.)

Skills, Knowledge and Abilities Required

Knowledge of the principles and techniques of recreation administration. Working knowledge of the following areas: field and court scheduling; basic maintenance and repair; recreation programming; and personnel management; business management and administration. Knowledge of state and local purchasing regulations. Ability to prepare and maintain departmental and projects budgets. Ability to prepare and maintain complex records. Ability to utilize a computer terminal and a variety of software packages. Ability to supervise and train professional, technical and clerical subordinates. Ability to work irregular hours and jobs as necessary. Ability to establish and maintain effective relationships with supervisors, other employees and the general public.

Education, Certification and Experience Required

Requires a Bachelor's Degree in parks and recreation, physical education or a related field. Requires two years responsible experience in recreation programming with two years previous supervisory experience. Requires a valid State of Illinois Driver's License. Ability to obtain First-Aide, CPR & AED certification. An equivalent combination of education, training and experience will be considered.

Employee Date

Department Head Date

Elected Official Date