



Recreation Supervisor - Programs & Facilities

Kenilworth Park District

Contact Name: John Kiwala

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Closing Date:

Salary: \$45,000 - \$52,000 Yearly Salary Range

Description:

At the Kenilworth Park District, we like to say we have the best job in the world. That job is to make people smile and have a good time! Formed in 1907, the Kenilworth Park District strives to bring high level, fun programs, and events to the residents of Kenilworth and to those that participate from surrounding communities. Joining the Kenilworth Park District is like being invited to a small family of 5 full-time staff members who make it their job to promote a positive organizational culture in our small work environment. Our staff is full of enthusiastic professionals who wear a lot of hats to best serve our residents. We are looking for a person who is energetic, hungry for learning opportunities, extremely well organized, and ready to help the District expand its community program and event offerings. Are you ready to start a career in Parks and Recreation?

About the position:

The Recreation Supervisor is responsible for the organizing, budgeting, scheduling, planning, renting, and programming of all activities for the Kenilworth Park District. Our facilities include athletic fields, courts, playgrounds, and an office located inside of the Joseph Sears School. This applicant must be positive, organized, have an excellent work ethic, and be able to effectively direct and manage a wide range of projects and tasks simultaneously. This position works closely with the Director of Recreation.

Classification: Regular, Full-Time. This is a salaried, exempt position that reports to the Director of Recreation.

Hours: This position requires a minimum of 40 hours per week. The primary hours for this position will be Monday through Friday from 12:00PM – 8:00PM. However, a combination of daytime, evening and weekend hours may be required when the need exists.

KEY RESPONSIBILITIES INCLUDE:

- Recruit, hire, train, supervise, and evaluate part-time seasonal staff, independent contractors, and volunteers.
- Oversee the provision of youth and adult programming.
- Participate in the planning and implementation of assigned special events and attend all-staff events.
- Represent the Kenilworth Park District through attendance at community meetings and functions,

and address schools, parents, participants, partner agencies and other social service groups, to promote Kenilworth Park District programs, services, and employment.

- Assist the Director of Recreation in evaluating all programs, services, and procedures.
 - o Develop and present annual reports for after school programming and field rentals.
- Participate in planning and maintenance of the annual budget as well as development of methods or materials for the evaluation of programs.
 - o Oversee the expenditure and accounting of funds within area of responsibility. Develop facilities usage to maximum capacity.
- Conduct performance reviews of assigned staff on an annual basis or as needed.
- Supervise and manage usage of facilities.
 - o Schedule, manage and coordinate all facility use, after school programs, and field usage.
- Create, plan, implement and supervise Special Events for the Park District as assigned.
- Solicit, develop, and maintain facility & field rental opportunities.
- Review and prepare costs for the annual budget.
- Attend Board meetings as required.
- Other duties as assigned by the Director of Recreation or Executive Director.

Requirements:

- Bachelor's degree in Parks and Recreation or closely related field from an accredited college or university program required.
- A minimum of 2 years of experience and demonstrated success working in a revenue generating recreation facility required.

Supervisory experience preferred.

- CPRP (Certified Park and Recreation Professional) Certification preferred. Or any equivalent combination of education, experience, and training.
- Valid Illinois driver's license & good driving record required.
- Successful criminal background check.
- Must be at least 21 years of age.
- Certification in First Aid & CPR required or obtained within three months of employment. Applicant must have a valid Illinois driver's license and reliable transportation. Pre-employment physical and criminal background checks are required and to be completed prior to the start date.

Scheduling & Pay

This is a full-time, year-round position that requires evening and occasional weekend work. The salary range for this position is \$45,000-\$52,000.

Work hours are non-traditional, as this position is responsible for supervising after-school programming from the Park Districts office located inside the Joseph Sears School facility.

There are no remote work opportunities with this position.

Benefits We Offer

The Kenilworth Park District offers a generous benefit package which includes medical, prescription drug coverage, dental coverage, parental leave, vision reimbursement, life insurance, IMRF Pension plan, and paid time off.

Join Our Team

Please submit a cover letter, resume, and two professional writing samples to Executive Director John Kiwala at jkiwala@kpdistrict.org.

This position is open until 8/4/2023. Please submit your application materials early as recruiting and interviewing will begin immediately for this open position.

Please no phone inquiries. Job is open until filled.

The Kenilworth Park District is an Equal Opportunity Employer.