



Recreation Supervisor

North Berwyn Park District

Contact Name: Nancy Woods

Contact E-mail: nwoods@nbpd4fun.org

Contact Phone: 17087494900

Closing Date:

Salary: \$43,500 - \$48,000

Description:

The North Berwyn Park District is seeking a creative, enthusiastic, detail-oriented person with excellent communication skills that has the ability to develop, implement and supervise recreation programs as well as special events. This full time position requires some nights and weekends. The Recreation Supervisor will report directly to the Superintendent of Recreation. This position includes medical benefits and a retirement plan.

The Recreation Supervisor will coordinate, develop, budget, implement, supervise, promote, administer and evaluate recreational programs. The Recreation Supervisor must be customer service oriented, must possess excellent organizational skills and have the ability to manage instructors, supervisors and other staff. Candidates must be proficient in computers and be able to work with various software applications. The Recreation Supervisor must be prepared to carry out all duties associated with a comprehensive recreation program.

The Recreation Supervisor must, as a condition of employment, submit to a physical, pass a background check, drug screen and drivers abstract.

and references to:

Contact:

North Berwyn Park District

1619 Wesley

Berwyn, Il 60402

ATTENTION: Nancy Woods

nwoods@nbpd4fun.org

Phone: NO PHONE CALLS PLEASE