



Recreation Supervisor - Youth and Special Events, Full-Time, IMRF (Pension)

Park Ridge Park District

Contact Name: Julie Greve

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Contact Phone: 847-692-6911

Closing Date:

Salary: \$54,900 - \$58,967 Salary/year

Description:

Description: Our District is seeking a team member who will be responsible for planning, implementing, maintaining and evaluating a broad spectrum of special events, youth programs, camps, and birthday parties to meet community needs. Special events range from dances to working with other agencies to provide the 3rd of July Fireworks Celebration for the community. Selected individual will recruit, train, supervise, evaluate and coach full-time, part-time staff and volunteers according to the policies and procedures of the Park Ridge Park District. Ideal candidate will possess strong leadership skills, excellent communication skills, the ability to work independently and work with individuals of all ages.

Qualifications: Requires two to three years of full-time experience programming special events and a before & after school program. Excellent communication skills, and advanced intermediate level of written and verbal communication in the English language is required as well as Microsoft Office Software. Knowledge of RecTrac Registration System, Paycom payroll system and MSI finance software a plus. Must be CPR/AED and First-Aid instructor certified or have the ability to become certified (through the Park District) within 12 months of hire date. A valid Illinois Driver's License is required in order to drive a District vehicle.

Education: Bachelor's Degree in Recreation, Sports and Tourism or related field. Certified Park and Recreation Professional preferred.

Benefits: We offer a generous health plan effective the first day of employment in addition to many other benefits including a pension through IMRF.

Our employees enjoy a multitude of facility benefits valued up to \$6,000 such as:

Memberships at our: Fitness Center, Ice Arena and Activity Center (for Active Adults 55+)

Indoor and Outdoor Pool Use

Driving Range - Buckets of Balls

Private Room Rental for Your Special Occasions

Classes such as: Fitness, Tae Kwon Do, dog obedience

Discounted Preschool and Summer Camps for dependents

Apply and view full job description:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=109786&clientkey=B0740028DEE3C448CF2AD769B3A4602A>