



Recreation Supervisor – Special Events

Oswegoland Park District

Contact Name: Keith Zalewski

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Closing Date:

Salary: Starting at \$47,000 (DOE)

Description:

Job Overview:

Coordinate, supervise, and review the logistics and entertainment of a variety of high quality programs and events including an outdoor market, adult arts programming, seasonal offerings, and large community events.

Essential Duties & Responsibilities:

- Responsibilities include the development and management of high quality special events, support and supervision of adult cultural arts offerings, and other duties and projects
- Prioritize, plan, coordinate, implement, supervise, budget, and evaluate a varied and strategic offering of special events throughout the year, including Oswego Country Market and contribution to the community festival, PrairieFest
- Research and initiate new special events
- Manage personnel administration
- Maximize the effective use of facilities for programs and activities
- Contribute to the development of marketing plans for new and existing events and programs through website management, social media, and onsite marketing
- Effectively communicate with staff, volunteers, businesses, and community officials
- Attain volunteers for PrairieFest
- Recruit, evaluate, guide, hold accountable contracted services
- Provide resources and assistance for other district events
- Perform other duties as assigned

Education, Experience & Training:

- Bachelor's Degree in Recreation, Event Planning, related field or equivalent experience
- Three years of increasing responsibilities in event planning

Knowledge, Skills & Abilities:

- Ability to see and assimilate information from varied sources and make decisions consistent with the goals, values, and vision of the District

- Ability to plan, organize and provide leadership to employees that will give them the tools necessary to fulfill the goals of the Department and the District
- Ability to demonstrate management and supervisory skills
- Effective communication skills, both verbal and written
- Possess decision-making, conflict resolution, negotiation, and organizational
- Work independently and as a team member of the supervisory and administrative staff and community groups
- Understand and exhibit behavior consistent with stated values of the park district

Hours:

40 hours per week, varies, some weekends and evenings required

How to Apply:

To apply for this opportunity please visit our careers page at <https://oswegolandparkdistrict.bamboohr.com/careers/67> and click on the "Apply for This Job" button on the right hand side.