



Cultural Arts & Events Supervisor

Mundelein Park & Recreation District

Contact Name: Brian Kaspar

Contact E-mail: bkaspar@mundeleinparks.org

Contact Phone: 847-388-5459

Closing Date:

Salary: \$46,874.00 - \$58,592.50 DOQ

Description:

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

Cultural Arts & Events Supervisor

Position Type: Full-Time/Exempt

Posting Closing Date: Until Filled

Starting Salary:

\$46,874.00 - \$58,592.50 DOQ

Benefits: IMRF Pension, PTO & District Discounts, Health, Dental & Vision Insurance, Group Life Insurance

Apply online at www.mundeleinparks.org

(include a cover letter describing cultural arts/events background)

Summary

The Recreation Supervisor is responsible for the development, coordination and supervision of all the cultural arts programs, special events and parties. This position requires working early mornings and late nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, Education or related field is preferred. Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. CPR, First Aid and AED Certification required and if not certified, must become certified within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

A. Essential Functions

- Develop, coordinate, promote, evaluate, market and supervise a comprehensive selection of cultural arts programs. Instruct programs and workshops, as needed.
- Develop, coordinate, promote, evaluate, market and supervise a comprehensive selection of special events.
- Develop, coordinate, promote, evaluate, market and supervise the birthday party program. Leads parties, as needed.
- Ensures proper set up, work requests and clean-up of events and programs.
- Define personnel and staffing requirements, develop plan to recruit, hire, train, schedule and evaluate seasonal and part time staff to include contract employment and volunteers for assigned recreational programs and facilities.
- Prepares seasonal brochure information and creates publicity materials in cooperation with the marketing department.
- Work with marketing staff on the creation of annual marketing plans for areas of responsibility. Ensure the timely marketing of programs and events from a strategic perspective, including production of flyers, brochures, press releases, social media posts and other promotional materials.
- Prepare the annual budget for program areas, monitor revenue and expenses, make purchases, and provide recommendations to supervisor on rate and policy changes.
- Develop long range recommendations for capital expenses.
- Order, purchase and coordinate assigned program supplies and equipment.
- Prepare monthly board report.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.
- Makes recommendations for changes and improvements to programs, and facilities as required to meet the public demand.
- Deliver quality customer service both internally and externally.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.
- Provide accurate information to patrons in person, via telephone, and electronically and be available to troubleshoot any issues, as needed.
- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve programs and services.
- Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.
- Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensures staff schedules are prepared for areas of responsibility.
- Process payroll.
- Perform other related duties as assigned.