



Gymnastics Recreation Supervisor

Fox Valley Park District

Contact Name: To apply please complete an online employment application on our website: www.foxvalleyparkdistrict.org; PLEASE INCLUDE RESUME AND COVER LETTER
<https://foxvalleyparkdistrictilemployees.munisselfservice.com/employmentopportunities/default.aspx>
Contact E-mail:
Contact Phone:
Closing Date: 2023-10-13
Salary: \$44,000- Starting Salary Depending on Qualifications

Description:

Job description

About us

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold Medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery and North Aurora, the District maintains 170 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. Connected by the Fox River, our communities are tied together by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District...Where Fun Begins

The Fox Valley Park District is an Equal Opportunity. Minority candidates encouraged to apply

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Qualifications:

Bachelor's degree in Recreation or related field and at least three years related experience and/or training. Experience and understanding of park and recreation administration, program planning, supervision, personnel procedures, and safety is required. CPRP certification preferred. Previous supervisory experience required. Excellent customer service skills with strong communication skills in both verbal and written format. Proficient computer skills in MS Office Suite, experience with recreation software and aptitude to learn other applications. Experience in RecTrac Recreation software a plus. Must have strong organization skills, attention to detail and the ability to multi-task. Self-motivated, creative and analytical are desired traits. Must have a valid IL driver's license and provide own transportation.

Duties:

Under the direction and supervision of the Gymnastics & Dance Program Manager, the Recreation Supervisor is responsible for planning, budgeting, organizing, publicizing, staffing, scheduling, management and safety of all assigned programs across three locations, including but not limited to gymnastics, tumbling, cheer, special events, and birthday parties; to meet the needs of our customers and the community. The Recreation Supervisor is responsible for providing financial reports and evaluation/analysis as related to programs, research regarding potential programs and any correspondence needed. Other duties include but are not limited to: updating brochure, public relations including news releases, program management, purchasing, class instruction, staff recruitment and training, and other duties as assigned. This is an at-will position.