



Recreation Supervisor General Programming

Lemont Park District

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Closing Date:

Salary: 47,000 - \$52,000 DOQ

Description:

Join the Lemont Park District and be part of the fun and excitement that comes with a fast-growing environment. The Lemont Park District serves the Village of Lemont, approximately 20,000 residents. The park district is a vital agency to the community's residents and surrounding area, offering open park space, premium facilities, programs, special events and more. Facilities include an outdoor aquatic facility, baseball fields, Centennial Community Center, outdoor tennis/basketball/pickleball courts, The CORE Fitness & Aquatic Complex, playgrounds, gymnastics gym, a six-lane indoor pool and much more.

Job Summary:

The Lemont Park District has an exciting opportunity for the right candidate who is looking to make an impact in the Community. They will be responsible for creating, promoting, planning, and supervising our Recreational Programming which includes Adult, Senior, and Teen Programs, Cultural Arts, Gymnastics, Dance, and Birthday Parties. The position requires an energetic, flexible, creative, and cultural individual who can multitask and lead in order to grow our program offerings.

Essential Job Functions and Responsibilities:

- Design, develop, coordinate, and monitor programs, events, and trips to meet the needs of the community; focus on program growth and development through continuous evaluation.
- Actively solicit program feedback through scheduling surveys and engaging with participants to evaluate participant interest and offerings.
- Monitor and evaluate program performance to include program site visits, enrollment trends, patron wants and needs, and net margins with a focus on growth while remaining competitive.
- Update brochures and website, public relations including press releases, program management and class instruction and participating in special events.
- Work collaboratively with the Marketing Department to promote all assigned programs efficiently and effectively.
- Prepare the budget for areas of program responsibility; execute and maintain operations within the confines of the approved budget allotment; continually monitor and evaluate expenses and revenue.
- Work with support staff to order supplies for program areas; manage and track supply inventory.

- Manage program and/or event contracts and agreements based on need with program oversight; confirm proper documents are received and meet the District's contractual and insurance specifications; ensure contract and agreement terms to meet service needs.
- Establish and maintain cooperative planning and working relationships with local organizations and businesses.
- Utilize recreation and financial software programs.
- Hire, train, schedule, supervise, and evaluate assigned program staff.
- Responsible for setting and achieving goals and objectives on time.
- Attend professional conferences and workshops.
- Perform other duties as assigned.

Job Qualifications:

- Bachelor's degree in Recreation Administration or related field.
- Park and recreation administration, customer service and comprehensive program planning skills are required.
- Minimum of three years' experience in related field preferred or any equivalent combination of education, experience, and training.
- Current Certified Park and Recreation Profession (CPRP) status preferred or eligible to acquire within one year of hire.
- Microsoft Word and Excel skills required.
- Valid Illinois Driver's License.
- CPR/AED/First Aid certification within 90 days of hire.
- Ability to lift and/or move up to 50 lbs. with assistance.

Work Environment:

The physical demands of this position are minimal. Most of your job will be at a desk and takes place in a typical office environment, some set up for recreation programming may be necessary. Perform hand and arm movements as when working on a computer keyboard or calculator. Reading handwritten information and writing legibly. Job may include walking, standing, lifting, twisting, bending, or squatting.

Go to the Lemont Park District Website to apply:
<https://lemontparkdistrict.org/employment-opportunities/>