



Recreation/Facility Supervisor

Medinah Park District

Contact Name: Jim Huetson

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Contact Phone: 630-893-2560

Closing Date:

Salary: Hiring Range of \$43,000 - \$48,000

Description:

THE DISTRICT:

The Medinah Park District is located in northeast DuPage County and serves a population of 9,500 residents. The district's boundaries encompass unincorporated Medinah, unincorporated Itasca and portions of the Village of Roselle. The district has a full time employee workforce of 7 professionals and a part-time/seasonal workforce of 40 employees. We maintain and operate ten (10) park sites totaling 110 acres of active and natural open space, the 20,000 sq. ft. Connolly Recreation Center and have oversight of the Medinah Metra Rail commuter parking operations. The district's annual fiscal budget is presently \$2.5 million with additional fund balances totaling in excess of \$2.45 million.

THE POSITION: RECREATION/FACILITY SUPERVISOR

Within the Recreation Division of the Medinah Park District, the Recreation/Facility Operations Supervisor is responsible for the development, implementation and administration of youth/adult athletics, teen and adult programming, fitness and health programs, assorted special events and the oversight of the district's Fitness Center as well as the Connolly Recreation Center building operations/staffing.

ESSENTIAL JOB FUNCTIONS:

Plan, organize, budget, schedule, coordinate and implement all youth/adult athletics, adult general programs, fitness and health programs and facilities, special events and teen programs. Develop fiscal budgets for areas of responsibility, administer allocated funds and prepare necessary documents. Effectively communicate Park District information to the general public. Manage program scheduling, facility usage and staffing related to program areas and facility operations. Prepare seasonal brochure information, social media posts and other publicity tied to areas of programming. Supervise part-time, seasonal and contractual staff as well as volunteers.

NECESSARY QUALIFICATIONS/WORK ENVIRONMENT/EXPECTED HOURS:

Candidates will have strong interpersonal/communication skills, writing skills, supervisory/leadership skills and capability to possess sound judgement. Ability to attain certification in CPR, First Aid and AED. Computer capability is required with experience using Active Net Recreation Software as a plus. This position is required to exercise independent thought and discretion in the completion of required duties. This team member will actively engage with their events and programs throughout multiple park and school facilities. Based upon the demands and responsibilities of the position and particular district operations, some weekday evenings and weekend hours will be a necessary aspect of this job opening.

EDUCATION and EXPERIENCE:

The Medinah Park District is looking for an individual with a degree from an accredited college or university, primarily focused on Parks & Recreation administration or a curriculum closely associated with same. A minimum of 1-2 years of previous programming/facility operations experience is preferred. Personal work ethic and values will also be important factors in determining who our next team member will be. This position reports directly to the Superintendent of Recreation.

CONTACT:

Interested candidates will provide a cover letter, professional resume and a minimum of three (3) references via mail or email to Mr. Jim Huetson, Superintendent of Recreation, Medinah Park District, 22W130 Thorndale Avenue, Medinah, IL 60157 or to jim@medinahparkdistrict.org.