



Recreation Supervisor

Itasca Park District

Contact Name: Sandy Harris

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Closing Date: 2023-10-27

Salary: \$48,000-\$60,000 Hiring Range, DOQ

Description:

The Itasca Park District is searching to fill a NEWLY CREATED Recreation Supervisor position with someone who is innovative, creative, dynamic, organized, willing to learn at a fast pace and be exposed to a wide variety of areas - to join our Itasca Family! This new position joins 4 other Recreation Level Supervisors which report to the Superintendent of Recreation. You do not need to be an expert, just dedicated to parks & recreation, and having fun. The position has a focus on Klub House (before & after school program), Summer Day Camp, School Days Off, General Youth, Tweens and designated special events and/or trips.

Job Title: Recreation Supervisor. **FLSA Classification:** Full-time; **Exempt Employee Benefit Status:** Level 1; **Exempt Department:** Administration **Immediate Supervisor:** Superintendent of Recreation & Facilities.

Submit cover letter, resume and Park District application (found on website) via mail: Itasca Park District, c/o Sandy Harris, 350 E Irving Park Road, Itasca, IL 60143 or sharris@itascaparkdistrict.com. Please apply ASAP, as interviews will occur as obtained. www.itascaparkdistrict.com. A complete job description is available upon request.

Itasca is a 9,200 resident community, west of Chicago. It is governed by a 5 member Board of Commissioners and employs 14 Full -Time and over 250 Part-Time Employees, with a \$5.8M budget. The District is a 3X Gold Medal Award Winning Agency and boasts 144 acres of parks, 8 playgrounds, nature center, bird sanctuary, athletic fields, waterpark, museum and 40,000 sqft, Recreation & Fitness Center. Annually, 76,300 participate in programs and events; 300,000 visit parks; and 370,000 visit the Recreation Center.

The District is committed to the future by being innovative, proactive and evolving; while remaining inspired by the communities' past. This is reflected in district led projects; including, redevelopment of the Ray Franzen Bird Sanctuary; preservation and restoration of the oldest publicly owned building in the community.... The Itasca Train Depot; and the most recent \$4M Itasca Waterpark Redevelopment. The district is a leader among local taxing bodies, businesses and community groups; looked to for creative ways to work together for the benefit of the community. Through over 20

intergovernmental agreements and 50 public-private partnerships/sponsorship, the District has provided the community cost and energy savings, improved quality of life and wellness, and improved access to all.

This Recreation Supervisor is responsible to plan, implement and evaluate general youth programs including summer day camp, school age dances, school day off program/trips and a variety of other programs and camps; the Klub House Program (before & after school care); general tween programs and youth enrichment, and special events including the Memorial Day Parade, Itasca Halloween Celebration, Spring Fling, Breakfast with the Bunny, and other seasonal special events and programs.

Qualifications:

Applicant must be 21 years or older. A Bachelor's Degree in Park and Recreation Management or the equivalent in experience with recreation programs/athletics and education is required. The individual should possess friendly and effective interpersonal, written, verbal and telephone communication skills. Individual must be familiar with Microsoft Office applications and able to learn other software packages. The individual should have knowledge of athletic rules, schedules and the play of athletic contests. The individual will be expected to be or become a First-Aid and CPR/AED instructor, obtain a Food & Service Sanitation License and have a valid Illinois class D driver's license.

Hours:

The Recreation Supervisor is a full-time salaried employee. General work hours are a minimum of 40 hours a week. General work hours take place Monday through Friday, but some evening and weekend hours are expected due to the nature of the programs under the Athletics Supervisor's direction. There are required weekly evening shifts.