



Recreation Supervisor

Berwyn Park District

Contact Name: Nicole Collier

Contact E-mail: ncollier@berwynparks.org

Contact Phone:

Closing Date:

Salary: \$45,000

Description:

SUMMARY: The Recreation Supervisor is responsible for all non-athletic programming. The Recreation Supervisor is a full-time employee working a minimum of 40 hours per week. Work pace is moderate to active depending on the task required. The position of Recreation Supervisor requires the ability to work at an active pace (lift 30 lbs. or more).

QUALIFICATIONS: The Recreation Supervisor should have a Bachelor's degree in Parks and Recreation or a related field and at least 1 year of full-time experience in a parks and recreation related position. The Recreation Supervisor must have experience working with Microsoft computer programs. Experience with Vermont Systems, Inc. (VSI) RecTrac preferred.

IMMEDIATE SUPERVISOR: The Recreation Supervisor is under the supervision of the Superintendent of Recreation.

ESSENTIAL FUNCTIONS:

1. Directly supervise and manage the Early Learning Program, Summer Camps, Cultural Arts, Active Adult Programs and Trips, Special Events and general interest programs and special events.
2. Evaluate the need for new programs and events, as well as retire outdated programs and events.
3. Facilitate programs as needed, which could include the Early Learning Program or Summer Camps.
4. Assist with rentals, including staffing, for the Liberty Cultural Center, Proksa and parks.
5. Actively participate in creating and maintaining the Recreation Department budget.
6. Monitor revenue and expenses for programs and events.

7. Recruit, hire, train, evaluate and manage staff.
8. Work to develop a network of volunteers to assist with Park District special events.
9. Purchase all supplies necessary for program and special event operations.
10. Attend regular staff meetings.
11. Attend Park District Board Meetings as required.
12. Knowledge of Park District policies and procedures.

DESIRED KNOWLEDGE, SKILLS AND TRAITS:

1. Excellent customer service skills (internal and external customers).
2. Ability to successfully use the secondary electronic devices: copy machine, postage machine, laminator and label maker.
3. Work well with all departments and personalities.

MARGINAL FUNCTIONS:

1. Have a basic knowledge of all programs, special events, and rentals or know how and where to obtain the information.
2. Assist all employees of the Park District as needed.

PSYCHOLOGICAL CONSIDERATIONS: The Recreation Supervisor may feel added pressure from the volume of calls, walk-in requests, emails about programs, and special events. The Recreation Supervisor must remain calm and continually share Park District information with patrons. The Recreation Supervisor must be a good problem solver and continually develop creative responses to problems.

PHYSIOLOGICAL CONSIDERATIONS: The Recreation Supervisor must be able to bend, stoop, lift items weighing up to 30 pounds, turn, sit, and stand for short or extended periods of time.

ENVIRONMENTAL CONSIDERATIONS: The Recreation Supervisor may be exposed to elements when assisting with outdoor functions. Most activities are performed indoors; these conditions may include lighting and extreme temperatures.

COGNITIVE CONSIDERATIONS: The Recreation Supervisor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District. The Recreation Supervisor must be in compliance with the loss prevention and safety policies of the Park District.

