



Recreation Supervisor - Weber Leisure Center

Skokie Park District

Contact Name: Stephenie Gualano

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Contact Phone:

Closing Date: 2023-11-17

Salary: \$53,000 - \$57,000 DOQ

Description:

The Weber Recreation Supervisor is responsible for developing, overseeing, and coordinating a wide range of early childhood and youth sports and general programs and camps within the community. This role involves managing various programs, leagues, and events, ensuring their smooth operation, and fostering a positive recreational experience for participants. Utilizes all available resources of the District to ensure a smooth and effective delivery of services and will carry out the established policies and procedures of the Skokie Park District.

ESSENTIAL DUTIES

1. Hires, trains, schedules, supervises and evaluates staff.
2. Schedules, conducts performance reviews, and approves staff payroll records.
3. Shadows the 2024 Community Youth Basketball League (CBL) season and leads the 2025 CBS seasons and beyond, ensuring seamless execution of the league, including scheduling, team management, coach and volunteer placements, and game day operations.
4. Coordinates open basketball sessions, facilitating a welcoming environment for community members to engage in recreational basketball activities.
5. Supervises, purchases equipment, and organizes Tiny Tot Open Gym sessions, providing a safe and enjoyable space for young children to play and interact.
6. Develop, plan, and oversee various youth programs, workshops, and events throughout the year, catering to different interests and age groups within the community.
7. Organize flag football leagues, programs, and events, managing team registrations, scheduling games, and overseeing league activities.
8. Coordinate contractual programs and camps offered by external organizations, such as Hot Shots Sports, Back 2 Ballin', Fencing, Glitzy Girlz, Chess Scholars, and Chicago Loves Dance, ensuring high-quality experiences for participants.
9. Develops fees and follows budgets for program areas they oversee. Carefully monitors revenue and expenses budget reports.
10. Plan and supervise special recreational programs during holidays, winter break, and spring break, providing engaging activities for early childhood and school-age children on their days off.
11. Evaluates the needs of the community and develops new programs, camps, and special events.

12. Oversee GO Skokie, 3 on 3 Tournament, Holiday Ham, Turkey Toss
13. Assists with district wide special events including EID, 4th of July, Festival of Cultures, and Backlot Bash.
14. On call for building, participant, and staff emergencies.
15. Interacts and communicates with internal and external customers in a courteous and professional manner.
16. Will be required to join district wide committees and other recreational events throughout the year as assigned.
17. Develops camp calendars and purchases supplies, books busing and fieldtrips, and implements activities and schedules for camps and programs assigned.
18. Oversee various summer camps, including Junior Sports Camp and Extended, Sports Camp and Extended, Final Fling Camp, and Hot Shots Contractual Camps, ensuring a fun and enriching experience for campers.
19. Works cooperatively with other facility staff to maintain and communicate the overall facility schedule utilizing RecTrac.
20. Performs other duties as assigned.

In exchange for your talent, the park district offers the following benefits:

- Medical (BCBS PPO and HMO Options), Dental, Vision Insurance
- Generous paid vacation, sick and personal leave
- Participation in IMRF (a defined benefit pension plan), and other voluntary retirement plans
- Life insurance (company paid 2.5x annual salary) and voluntary life insurance options
- Continuing education benefits and participation at job related seminars and conferences
- 9 paid holidays
- Paid parental leave
- Disability benefits provided by IMRF
- Facility Usage benefits for employee and their immediate family
- Discounted rates for the following programs: preschool, childcare at our full service day care center, enrollment in our before/after school childcare program and summer camp programs

POSITION QUALIFICATIONS

Education: Bachelor's degree in Recreation Management, Sports Management, or related field preferred.

Experience: Previous experience organizing youth sports leagues, camps, and programs including knowledge of recreational sports and activities suitable for different age groups. Experience with program budgeting, financial management, and one to three years of supervising staff. Ideal candidate will have a strong background in coordinating and leading summer camps. RecTrac registration software experience highly preferred. Candidate must have the ability to work collaboratively with staff, parents and community partners. Must be proficient in Microsoft Office.

Certifications: Must be able to obtain and keep current CPR and AED certifications. Must possess a valid Illinois Drivers' License. CPRP preferred.

To apply, please submit your resume and cover letter here:

<https://secure6.saashr.com/ta/6180292.careers?ShowJob=520541527>