



Recreation Supervisor - Special Events

Plainfield Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date: 2023-11-30

Salary: \$40,000- \$46,000 DOQ

Description:

Looking for an outlet for Creativity and Fun? Do you want to work where you play? This position will maintain a flexible work schedule that will include nights and weekends.

Special Events Supervisor is a full time, non exempt position. It is responsible for Community driven events and programs, which include youth enrichment classes.

The District offers an Excellent Benefits Package including Low/No Cost Health Insurance, Employer paid Dental Insurance, Life Insurance, EAP, Wellness Program, Free/Discounted Park District Programs, and participation in the IMRF pension fund.

Starting Salary Range: \$40,000 - \$46,000 annually

GENERAL PURPOSE:

Develop, implement, evaluate and modify customer-driven programs within assigned area of the Recreation Department.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Represent the Recreation department and actively participates as a member of the Recreation team.
- Maintain budgets for assigned areas. Participates in annual budgeting process providing analysis of program season review/evaluation.
- Develop and instruct innovative programs for all ages, including descriptions, budgets and evaluations.
- Responsible for goal development and attainment within assigned recreational area.
- Oversee team of staff and/or volunteers needed to ensure program area runs efficiently.
- Coordinate hiring, promotion, disciplinary action and termination with Recreation Manager. This also includes scheduling, training and recommendations relating to performance evaluations.
- Ability to develop and maintain working relationships with agencies, business and community as a representative of the park district.
- Establish and maintain effective and cooperative relationships with contractors and outside vendors.

Accountable for securing required documentation and program agreements from contractors.

- Respond to inquiries and concerns from participants/parents as a representative of PPD Recreation in a timely manner.
- Accountable for program information including creating program descriptions, entry into Rec Trac system, monitoring of registration activity and communicating program changes.
- Evaluate programs for success based upon content, staff performance, participant evaluation and instructor comment. Recommend viability of programs offered and develop new programs to meet the needs of the community within assigned program area.
- Adhere to the purchasing process for programming supplies, services and equipment in accordance with District purchasing policy.
- Maintain a flexible work schedule as required for instruction and administrative tasks.
- Work in coordination with all internal departments to reach overall strategic objectives of the District.
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Perform any additional related tasks as required.

JOB REQUIREMENTS:

- 3 years practical experience in recreational program area at time of hire or Bachelor's Degree in Related Field preferred
- Solid decision-making ability.
- Must have strong verbal and written communication and presentation skills.
- Ability to obtain First Aid/CPR training.
- Valid Driver's License required.

Plainfield Park District is an Equal Opportunity Employer.