



Recreation Supervisor

Village of Palos Park

Contact Name: Lisa Bujak

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Closing Date:

Salary: \$45,000 - \$50,000 DOQ

Description:

The Village of Palos Park, population 4,899, a small but progressive, employee-friendly organization, is seeking a motivated energetic professional with a degree in Parks and Recreation or related field. The candidate should have one to two years of experience with the ability to multi-task, pay attention to detail, and be a visionary who can implement ideas, be a team player and possess impeccable customer service skills. This is a great opportunity to gain experience in the many facets of recreation and parks department operations.

Department:	Recreation
Position:	Recreation Supervisor
Supervisor:	Recreation and Parks Director
Supervision Exercised:	Facility management and operations, internal part-time staff, third-party instructors and officials, special events, marketing, community outreach
Pay Rate:	\$45,000 - \$50,000
Benefits:	Full benefits, IMRF benefits
Hours Weekly:	Full-time (35 hours)

Education and Experience:

- Bachelor's degree in Recreation and Parks Administration or related field.
- Certified Parks and Recreation Professional (CPRD) certificate preferred.
- Minimum three years prior experience in recreation setting, preferably in a recreation and parks department, school district, social service agency, or non-profit organization. May be obtained through a combination of seasonal, part-time, or temporary positions.
- Minimum one year experience in a supervisory role

General Purpose:

Under the general direction of the Recreation and Parks Director, the Recreation Supervisor will assist in the daily operations of the Recreation and Parks Department including maintenance of the department's facilities, fields, equipment, and communications with instructors and rental customers, as well as help lead the coordination, development, and administration of a wide variety of quality

recreation activities and special events. This position will also aid in the Recreation and Parks Department marketing campaigns and overall community outreach and engagement.

Primary Job Responsibilities and Expectations:

- Strong customer service skills
- Ability to multi-task and work both independently and within a team
- Knowledge of facility and equipment maintenance
- Ability to train part-time staff in essential job functions.
- Knowledge of Youth, adult, and family general recreation programs and services.
- Ability to develop and instruct general recreation/athletics/camp programming
- Marketing using social media platforms, constant contact, flyers, and other marketing tools
- Experience using Microsoft Office Software (Word, Excel, Publisher, PowerPoint)
- Obtain First Aid/CPR/AED certification within one (1) year of hire date
- Knowledge of ACTIVE Net preferred
- Experience working with budgets preferred

Essential Duties

- Assist in facility and field maintenance and operations including cleaning and ordering of supplies/equipment
- Maintain, clean, and purchase fitness/athletic program and event supplies as needed.
- Oversee private rentals of facilities and playfields
- Plan, coordinate, and implement recreational opportunities including but not limited to special events, seasonal camps, fitness opportunities, athletic programming and leagues, and senior outings.
- Supervise part-time staff, third-party instructors/referees, and volunteers including recruitment, scheduling, and training.
- Assist preparing contracts, payments, vendor services, deposits, and other fiscal/budget related duties to help maintain and maximize the department's budget.
- Work with Director on marketing initiatives including seasonal recreation guide, press releases, flyers, and other print media, upkeep of Village bulletin boards, websites, and social media channels.
- Process program and rental registrations, program reports, and other duties, related to ACTIVE Net software.
- Perform administrative duties as needed including but not limited to excellent customer service, answering department phone lines and emails, preparing reports and invoices, and computer entry.
- Ensure facilities and grounds follow Intergovernmental Risk Management Agency (IRMA) guidelines.
- Other duties as assigned.

How to Apply

Send resume, cover letter, and references to Richard Boehm, Village Manager, at the Village of Palos Park, 8999 West 123rd Street, Palos Park, Illinois 60464 or to info@palospark.org. Position open until filled.