



## **Recreation Supervisor- Camp and Preschool**

Morton Grove Park District

**Contact Name:** Michelle Trevino

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**Closing Date:**

**Salary:** Exempt: Salary Range \$50,000 - \$55,000

### **Description:**

#### **Recreation Supervisor- Camp and Preschool**

##### **Job Description**

The Recreation Supervisor-Camp and Preschool is responsible for programming and administering assigned recreation areas, including Preschool, Early Childhood programs, summer camps, and special events. The Recreation Supervisor is a full-time employee whose work week may exceed 40 hours a week and include evenings and weekends.

### **Qualifications:**

BA/BS in Parks and Recreation, Education, or a closely related field from an accredited college or university. Minimum of two years of experience or any equivalent combination of education, experience, and training. CPRP certification is required within one year, depending on prerequisites classes available through Park District upon hire and a valid Illinois Driver's License.

### **Immediate Supervisor:**

The Recreation Supervisor is responsible to the Superintendent of Recreation.

### **Essential Functions:**

1. Completing programming for areas under your supervision, from ideas to program evaluation.
2. Prepare annual goals and objectives relative to your programs.
3. Maintain required departmental records and records of programs and class participation statistics.
4. Evaluate/survey all programs/participants within your assigned area.
5. Familiarization with equipment used in your assigned area.
6. Lead or assist with Recreation Department special events as needed.
7. Prepare and monitor the budget for areas under your supervision.
8. Hire and train part-time, seasonal, and volunteer staff under your supervision.
9. Supervises part-time and Seasonal Staff: preschool, early childhood programs, and summer camps.
10. Provide direction, leadership, and motivation to staff under your supervision, including conducting and managing the annual and seasonal performance review process.
11. Prepare and monitor scheduling and payroll for your staff.

12. Establish and nurture communication with outside resources valuable to your programming, including public and private organizations.
13. Perform all job tasks within the rules and guidelines of the district's safety program while using good safety awareness and judgment.
14. Coordinate and assist with Special Events and other programming as assigned.
15. Attend training sessions for professional development.
16. Act as District liaison with related groups, local service organization(s), and schools.
17. Perform additional duties as assigned.

**Marginal Functions:**

1. Assist in marketing and promoting all areas of responsibility.
2. Enforce and train safety rules, regulations, and procedures in your area of supervision.
3. Participate in all required safety training.
4. Notify the public of unsafe conditions by voice, signage, and barricades.
5. Call the program or facility patron the day after an injury report is written to check on their condition.
6. Perform all job tasks within the rules and guidelines of the district's safety program while using good safety awareness and judgment.
7. Serve on Safety and various Committees when assigned.
8. Performs other duties as assigned.

**Psychological Considerations:**

The Recreation Supervisor may resolve differences and problems with patrons and employees. This employee is responsible for safe and well-organized programs/events. This staff person may also have to work under stressful situations where first aid, CPR, or the use of the AED is required.

**Physiological Considerations:**

The Recreation Supervisor-Camp and Preschool may be required to work in a climate 86 degrees or higher with high humidity. The worker may be required to lift items 10-20 lbs. in weight and respond to safety concerns quickly and accurately.

**Environmental Considerations:**

The Recreation Supervisor may be exposed to all weather conditions during summer events, especially hot and humid conditions.

**Cognitive Considerations:**

The Recreation Supervisor must possess good safety awareness and judgment. Must be a good communicator with strong creative skills.

Exempt

Salary Range \$50,000-55,000

Submit Application: <https://mortongrovecparks.bamboohr.com/careers/65>