



Recreation Supervisor I - Special Events

Vernon Hills Park District

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Closing Date:

Salary: \$48,000-\$63,000

Description:

SUMMARY

The Recreation Supervisor- Special Events is responsible for the administration of the daily operation and programming of special events, adult general interest programs, community garden program, acquiring sponsorships to support Park District special events and securing advertisements in the District's Program Guide.

QUALIFICATIONS

Associate's Degree Required. B.A./B.S. in Parks and Recreation or closely related field from an accredited college or university preferred. Two years of experience in a position with similar duties and responsibilities or any equivalent combination of education, training, and experience which provides the knowledge, skills, and abilities to complete the job responsibilities. CPRP certification when eligible based on NRPA degree and experience requirements. CPR/AED certification or be willing to complete CPR/AED training within the first 60 days of employment. A valid Illinois driver's license is required. Evening and weekend work is required.

If offered the position, the applicant will be required to complete the District's Employment Application and successfully pass a physical examination, drug screening, criminal background check and driver's exam.

ESSENTIAL JOB FUNCTIONS

1. Organize, direct, and supervise a schedule of annual special events
2. Organize, direct, and supervise environmental program(s) including outdoor education programs and community garden(s)
3. Prepare annual budget projections and monitor revenue and expenses for applicable areas
4. Conduct annual evaluations of programs and special events. Compile a summary report and statistical information for each program.
5. Develop, review, and submit seasonal program guide information to the Marketing Department based on program guide/website schedule
6. Develop proposals to solicit sponsorships and negotiate sponsorship agreements to meet District objectives

7. Identify potential opportunities by seeking out new sponsors/partners
8. Create sponsorship materials, including letters, proposals, budgets, and presentations
9. Meet with potential sponsors/partners to formulate partnerships and agreements
10. Seek in-kind donations to offset program/event costs and to enhance programs/events
11. Ensure appropriate delivery of sponsorship and agreement particulars at every level of the process
12. Maintain ongoing contact and relationships with sponsor prospects and current partners
13. Must have basic knowledge of audio/visual equipment for running events with PA systems and visual projections.

For more information and to apply:

<https://www.governmentjobs.com/careers/vhparkdistrict/jobs/4319745/recreation-supervisor-i-special-events?pagetype=jobOpportunitiesJobs>

Vernon Hills Park District is an Equal Opportunity Employer. *Vernon Hills Park District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Vernon Hills Park District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.*