



Recreation Supervisor - Sports

Wilmette Park District

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Closing Date:
Salary: \$63,535 - \$85,772

Description:

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined contribution plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts & usage benefits. Application review will begin immediately, position open until filled.

SUMMARY: Under the administrative direction of the Recreation General Manager, the Recreation Supervisor is responsible for the development, administration and coordination of camps, in-house and contractual youth athletic programs, youth and adult athletic leagues, as well as open gym.

Essential Duties and Responsibilities include the following (*other duties might be assigned*):

Programming

- Plan, direct, implement and evaluate the Park Districts youth and adult athletic programs: seasonal programming, summer camps, special events and pop ups.
- Plan, direct, implement and evaluate the Park Districts youth and adult athletic leagues, including, but not limited to, basketball, soccer, softball, and volleyball.
- Recommend the addition to or modification of existing programs, leagues and classes.
- Responsible for the implementation of all general Park District policies that relate to the area of responsibility.
- Recruit, hire, train, schedule, and evaluate staff for programs, leagues and camps.
- Maintain reference materials and participant/customer database.
- Maintain positive relationships with Park District contractual providers.
- Effectively manage customer experience and work creatively to resolve any issues.
- Evaluate customer and community interests and needs; make recommendations on future offerings and services based on community feedback and industry trends.

Budget/Finance

- Responsible for development, execution, and management of all program, camp, and league annual budget within area of responsibility in accordance with Park District policies and procedures
- Monitor monthly budget reports and report any variances
- Responsible for purchasing, inventory of supplies, and reconciliation in accordance with Park District policies and procedures.

Personnel/Staffing

- As needed, interpret and apply the personnel policies of the Park District.
- Responsible for hiring, training, and evaluating of part-time athletic instructors, field/gym supervisors, scorekeepers, officials, camp counselors, and coaches.
- Responsible for the recruitment and training adult volunteer coaches.
- Make additions and changes in the staff based on program needs and recommendations from the Recreation Program General Manager.

Public Relations/Marketing

- Responsible for collaborating with the Marketing Department on annual marketing plan for operating areas, submit brochure content, and monitor website for accuracy.
- Work with the public on an individual or group basis in the execution of programs.
- Work closely with school district officials to secure facility use, as well as bus arrangements with Recreation Program General Manager for camp programs.
- Act as the Park District liaison to special interest groups.

Supervisory Responsibilities

- Directly supervise a part-time staff of 5 to 120 employees, depending on the season.
- Carry out supervisory responsibilities in accordance with the Park Districts policies and applicable laws.
- Interview, hire and train employees; plan, assign, and direct work; document training, evaluate staff performance; confirm that all staff maintains appropriate certifications and licenses; reward and discipline employees; follow up on requests for information for the Recreation Program Manager or administrative staff; address complaints and solve problems.

Safety Responsibilities

- Actively support the safety program that will effectively control and reduce accidents.
- Obey all Park District and Departmental safety rules, regulations, and procedures established by the Wilmette Park District that are pertinent to the activities conducted by the department.
- Promptly report to the immediate supervisor all unsafe actions, practices or conditions.
- Attend and participate in required safety training.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

- The minimum requirement shall be a Bachelors degree from a recognized college in recreation or other related field with at least six months experience in recreation.
- Preference will be given to an individual with at least one year of experience in special events, sports and athletics, social/teen/family recreation and/or general recreation.

Certificates, Licenses, Registrations

- Must hold a valid Illinois Class D drivers license.
- CPR/AED Certification within 6 months of hire provided by the Park District

Language Skills

- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, customers, and the general public.

Mathematical Skills

- Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Ability to apply concepts of basic algebra and geometry.

Reasoning Ability

- Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to talk or hear.
- The employee frequently is required to stand and walk.
- The employee is occasionally required to sit; use hands to finger, handle, or feel objects, tools, or controls; reach with hands and arms; climb or balance; and stoop, kneel, crouch, or crawl.
- The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently works in outside weather conditions.
- The noise level in the work environment is usually moderate.

Hours

- The Recreation Supervisor will have varying hours, based on the needs of the program, camp, or league responsibilities and/or the agency.
- Due to the nature of recreation work, evening and weekend hours are to be expected.
- General hours of duty will be approved by the Recreation Program General Manager and Superintendent of Recreation for the various seasons of the year.

The Recreation Supervisor shall perform such other duties related to recreation programming and the general Park District functions as requested or assigned by the Recreation General Manager and/or the Superintendent of Recreation.