



Recreation Supervisor | Athletics

Homewood Flossmoor Park District

Contact Name: Mike Gianatasio

Contact E-mail: mgianatasio@hfparks.com

Contact Phone: 708-957-0300

Closing Date:

Salary: \$50,000 Starting

Description:

[CLICK HERE TO APPLY TODAY](#)

GENERAL JOB DESCRIPTION: Under the supervision and direction of the Superintendent of Recreation, the Recreation Supervisor is responsible for the planning, organization, and supervision of specific assigned recreation programs, events and facilities. The Recreation Supervisor shall act as a general assistant to the Superintendent of Recreation and shall represent him/her at meetings, workshops, conferences, and in other relationships as assigned.

GENERAL AREAS OF RESPONSIBILITY

Athletic Leagues, Programs, Camps and Clinics. Sports Complex Rentals, Staffing and Scheduling. Field Rentals. Athletic Affiliate Group Liaison.

COGNITIVE SKILLS REQUIRED:

- Ability to read, write and organize materials
- Ability to plan, direct and supervise staff
- Ability to prioritize and organize a wide range of tasks
- Ability to work in teams and independently with all types of people
- Ability to troubleshoot, solve problems and exercise good judgement
- Ability to communicate effectively orally and in writing
- Ability to establish effective working relationships with employees, board members, vendors and the public
- Must be a self-starter willing to work with minimal supervision

KNOWLEDGE AND SKILL REQUIRED:

- Thorough understanding of the theory and philosophy of recreation
- Knowledge and ability to plan, organize and conduct creative and extensive recreation programs.
- Knowledge of the principles of sound financial management
- Knowledge of the program budgeting process

EDUCATION AND TRAINING:

- Bachelor's degree in Recreation or other related field from an accredited college or university
- Two years or more experience in the field of recreation
- Certified Park and Recreation Professional preferred
- Working knowledge of Microsoft Office programs
- AED/CPR certified or ability to acquire within 30 days of hire
- Valid driver's license required

ESSENTIAL JOB FUNCTIONS (DUTIES):

- Initiate, plan, administer and evaluate a diversified breadth of programs and events
- Manage specific indoor and outdoor facilities as assigned
- Recruit, lead and train and supervise part-time employees and volunteers for facilities, programs and events
- Assist in the administration of Recreation programs as assigned by the Superintendent
- Prepare budgets and monitor financial results within area of responsibility
- Establish positive relationships with community groups and agencies serving the area
- Plan and conduct training for staff and volunteers
- Work collaboratively with all departments in the Park District
- Assist with district special events
- Solicit sponsors and donations for programs
- Visit sites and facilities to monitor and evaluate programs
- Additional responsibilities relating to the specific facilities, programs and events assigned to the Recreation Supervisor and that may change from time-to-time as assignments are modified
- Perform other duties and functions as directed

MARGINAL FUNCTIONS:

- Adhere to all policies and procedures outlined in the Policy and Procedure Manual, Personnel Policy Manual, and Safety Manual
- Participate in District working committees as assigned
- Represent the Park District while working with the community and other organizations
- Participate with IPRA, PDRMA, SSPRPA, SSSRA and other organizations
- Attend professional conferences and workshops

HOURS:

The Recreation Supervisor will maintain certain standard business hours, but involvement with community programs and events will require some evening, weekend and holiday hours.