



Recreation Supervisor- Athletics Programs North Berwyn Park District

Contact Name: Nancy Woods

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Contact Phone: 708-749-4900

Closing Date:

Salary: \$45,000 - \$48,000

Description:

The North Berwyn Park District is seeking a creative, enthusiastic, detail-oriented person with excellent communication skills that has the ability to develop, implement and supervise recreation programs as well as special events. This full-time position requires some nights and weekends. The Recreation Supervisor will report directly to the Superintendent of Recreation. This position includes medical benefits and a retirement plan.

The Recreation Supervisor must be customer service oriented, possess excellent organizational skills and have the ability to manage coaches, supervisors, and other staff. Candidates must be proficient in computers and be able to work with various software applications. The Recreation Supervisor must be prepared to carry out all duties associated with a comprehensive recreation program.

Duties include but are not limited to:

- The supervision, training, and evaluation of both full time and part time staff.
- Supervise and coordinate all athletic programs offered by the district including but not limited to soccer, travel soccer, basketball, travel basketball, volleyball, and flag football.
- Meet community needs for athletic program participation through the regular addition of new programs and the improvement/expansion of existing programs.
- Prepares and submits records and reports including registration, attendance, payroll, budgets, schedules, and other documentation as required.
- Perform routine safety inspections of equipment and facilities and promptly report any unsafe conditions and/or equipment.
- Supervise and manage the spray pools.

The Recreation Supervisor must, as a condition of employment, submit to a physical, pass a background check, drug screen and drivers abstract. Candidates must hold a valid CPR/First Aid certification or have the ability to obtain one within 60 days of hire.

Interested candidates should submit a letter of interest, a resume detailing all relevant work experience and references to:

North Berwyn Park District

1619 Wesley

Berwyn, IL 60402

nwoods@nbpd4fun.org

Phone: NO PHONE CALLS PLEASE

The North Berwyn Park District reserves the right to extend the application period or cancel the posting for RECREATION SUPERVISOR at any time and without notice.