



KEEP Supervisor (Before & After School Program) Barrington Park District

Contact Name: Jodi Krause

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Closing Date:

Salary: \$50,000 - \$65,000 DOQ

Description:

POSITION SUMMARY:

The K.E.E.P. Supervisor is responsible for the coordination, development and direction of the K.E.E.P. Before & After School Program and Summer Camp, including supervision and coordination of personnel. Must possess the unique ability to work in a changing and challenging environment while maintaining poise, positive interaction with staff and community, and convey a loyal and accommodating attitude toward the District, Board of Commissioners, and Administration. Must demonstrate organizational ability, supervisory skills, and creativity. The K.E.E.P. Supervisor functions with a wide latitude of administration and professional discretion under the supervision of the Superintendent of Recreation and exercises immediate supervision over part-time and seasonal employees in assigned programs.

EDUCATIONAL AND EXPERIENCE REQUIREMENTS:

- A bachelor's degree from an accredited university with a degree in Recreation, Business Administration, Education or related field preferred
- Five years of applicable experience, or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities
- Minimum 3 years of supervisory experience
- Must have experience with planning and preparing program budgets
- Experience preferred in RecTrac, Paycom, Word and Excel
- Must possess a valid "D" Drivers License
- Must possess a current First Aid, CPR and AED Certification within 6 months of hire (will train)

ESSENTIAL FUNCTIONS:

- Shall directly supervise and coordinate the following recreation programs:
 - 1 K.E.E.P. Before School Program Location
 - 6 K.E.E.P. After School Program Locations
 - KEEP Days off of School Activities
 - ½ day KEEP
 - 6 KEEP Summer Camps
- Develops new programs district wide
- Manages the daily needs for each program and is responsible for revenues and expenditures

within the programming area

- Evaluates programming staff seasonally, 6 months and/or annually
- Must be available to substitute for instructors when necessary
- Shall hire, train, supervise, evaluate and, if necessary, terminate employees
- Communicate and work cooperatively with School District 220
- Responsible for providing customer assistance in a polite, professional, timely and friendly manner

COMPETINCIES

To perform the job successfully, an individual should demonstrate the following competencies:

- **Attendance/Punctuality** – Demonstrate consistent attendance and on-time arrival.
- **Dependability** – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- **Professionalism** – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- **Problem Solving** – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- **Customer Service** – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- **Interpersonal Skills** – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and tries new things. Must have ability to deal with people and patrons under stressful situations.
- **Teamwork** – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.

This is a full-time position with excellent benefits including IMRF pension, in addition to vacation, personal, and sick time.