



## Recreation Supervisor Westchester Park District

**Contact Name:** Lianne Robinette  
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**Closing Date:**  
**Salary:** \$50,000-\$65,000 DOQ

### Description:

#### Recreation Supervisor

**JOB SUMMARY** Under the direction and supervision of the Executive Director. The Recreation Supervisor position is responsible for all aquatic programs, facility operations, special events, banquet operations and general recreation programs. In addition, this position requires a strong ability to manage a team, be self-motivated, possess good time management skills, and the ability to relate and motivate all team members and clients.

Employee responsibilities include planning, advertising, facilitating, and evaluating multiple programs, aquatic facility and events; overseeing part-time staff and instructors; introducing new ideas; and improving current offerings to the community. Required to work some evenings, weekends, and holidays.

Employee must be able to coach, lead and implement the District's Mission, Vision, and Core Values into the daily operations of the park district. Employee is responsible for purchasing, equipment replacement, equipment enhancements, and equipment maintenance. Employee is responsible for all equipment and supplies associated with their area of concentration. Employee must promote (and encourage staff to promote) the Westchester Park District programs, special events, and services. Employee must be able to meet deadlines, organize, plan, schedule, manage and execute all functions of their area of responsibility.

\*First Aid, AED, and CPR Certification or able to obtain certification within the first 9 months of employment

\*American Red Cross Lifeguard Instructor or able to obtain the certification within first 9 months of employment

\*Food Service Certification or ability to obtain the certification within the first 9 months of employment

\*Certified Pool Operator or Aquatic Facility Operator Certification or able to obtain certification within the first 9 months of employment

**SCHEDULING & PAY:** This is a full time exempt (salary) position. Hours are Monday – Friday, 9:00am – 5:00pm with some required evenings, weekends, and holidays. Hours may flex pending time of year.

A minimum of 3 years of experience at the supervisory level with a Bachelor's Degree in Recreation Administration or related field preferred, certification as a CPRP desirable. Valid Illinois Driver's License required.

Good written and oral communication skills. Exceptional skills in working tactfully and harmoniously with subordinates, co-workers, supervisors, department heads and community supporters.

**BENEFITS:** In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Insurance
- Life Insurance (optional)
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan (optional)
- Paid Holidays, Personal Days, Vacation, Sick Time
- Professional Membership Dues
- Park District Facility Discounts and Usage Benefits.

Interested applicants, please send resume to:

Lianne Robinette - [lrabinette@wpdparks.org](mailto:lrabinette@wpdparks.org)

Executive Director

Westchester Park District

708-865-8200 x310