



Recreation Supervisor

Wood Dale Park District

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Closing Date:

Salary: \$45,000 - \$50,000

Description:

Scope of work:

Under the direction and supervision of the Director of Recreation Services, the Recreation Supervisor position is responsible for a portion of the District's Program and Service Portfolio, including but not limited to, special events, Fitness Studio, fitness classes, facility rentals, and general recreation programs. The Recreation Supervisor is also responsible for recruitment, hiring, training, and supervision of part-time staff within their program and service area and for the development and monitoring of the budget for their area of responsibility.

Essential job functions:

- Maintain good rapport with internal and external customers, providing exceptional customer service on a consistent basis
- Creates, implements, supervises and evaluates programs and events within area of responsibility, in response to the diverse needs of the community
- Reviews and approves payroll for employees within area of responsibility
- Processes invoices for purchases and payments
- Document and manage paper and electronic files relative to areas of responsibility
- Maintain files for programs within area of responsibility within recreation management software
- Manage programs and services in an efficient and organized manner, maintaining positive internal staff relationships, assessing and meeting training needs and empowering staff to problem-solve when full-time staff aren't present
- Communicate to supervisor any problems, deviations, or daily activities which may have an impact on the overall operation of the department
- Work with Marketing staff to promote programs, services, special events and registration information.
- Prepare, review and coordinate detailed budgets for review by supervisor
- Develop cost analysis, financial reports, studies and recommendations for all financial aspects of the department as required or requested
- Oversee the use of budget and purchasing controls
- Develop and maintain effective communication lines with the general community through presentation, resolution of complaints and suggestions, and meeting attendance

- Conduct staff meetings and trainings as necessary
- Supervises and evaluates staff to effectively deliver upon the roles and responsibilities of the department
- Provide effective and efficient customer services and promote and maintain responsive community relations
- Adhere to the District's safety and loss prevention policies and procedures
- Follows and encourages safe work practices and participates in risk management activities and trainings
- Serve as resource and liaison to other District employees, departments and governmental units
- Act as a liaison to community groups and organizations as requested
- Evaluates and recommends improvements to policies and procedures
- Serves on committees or task forces as assigned
- Attend external community meetings and functions in support of the District
- Perform related duties as assigned

Requirements of work:

Graduation from a four-year college or university with a Bachelor's degree in Parks and Recreation Administration, Sports Management, Leisure Studies or related field. Strong computer skills in Word and Outlook. Excellent oral and written skills, strong organizational and time management skills are essential. Ability to analyze and report on data.

Hours:

General work hours are a minimum of 40 hours a week. General work hours take place Monday through Friday, but some evening and weekend hours are expected due to the nature of the responsibilities under the Recreation Supervisor's direction.

Ability to:

- Establish and maintain effective relationships with elected officials, general public, and staff.
- Complete tasks and attain goals with minimal supervision

Skills in:

- ActiveNet preferred, but not required
- Microsoft office software
- Editing and proofreading skills
- Organization skills and attention to detail
- Creative, strategic and analytical skills
- Interpersonal skills
- Customer service and team-oriented
- Possession of valid driver's license
- Ability to gain certification in First Aid and CPR

Working Conditions:

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.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment
- External work is required to supervise and support programs within other areas of responsibility

- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl
- The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

Environmental Considerations

May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature

Where to apply:

Please send resume with salary expectations to Sandy Hlousek, Human Resources Manager at Shlousek@wdparks.org

Or you can apply online through Paycom at

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=133198&clientkey=05EB1538F9E63CC093CC2E4B1C176445>