Recreation Supervisor – Events & Community Engagement
Rolling Meadows Park District

Contact Name: Conor Cahill
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Closing Date: 2024-07-31
Salary: $50,000-$56,000

Description:
Recreation Supervisor –Events & Community Engagement
Department: Recreation
Supervisor: Superintendent of Recreation
FLSA Status: Full-Time, Exempt
Updated: 3/2024

Apply online HERE

SUMMARY:
The Recreation Supervisor – Events & Community Engagement is directly responsible for the creation and implementation of special events and community engagement programming. This is an at-will position.

ESSENTIAL FUNCTIONS:
ADMINISTRATIVE:
• Aid the Superintendent of Recreation in directing events that satisfy the needs of the community.
• Responsible for the administration, organization, development, and implementation of the Recreation Department's special events and community outreach programs so they run successfully and are interesting and rewarding for the community and participants.
• Review all event needs and take action to improve.
• Represent the Park District on the City's Community Events Foundation committee.

PERSONNEL:
• Directly supervise programs and events including on nights and weekends.
• Interview and hire part-time program staff.
• Educate staff on the Mission, Vision, and Values of the District.
• Evaluate staff annually.
• Develop and update job descriptions as needed.
• Develop and maintain good working relationships among staff.

PUBLIC AND COMMUNITY RELATIONS:
• Understand basic philosophies of Park District programs and services.
• Develop rapport with Community Center patrons along with the Community.
• Responsible for developing & proofing of program information for the program guide three (3) times a year.
• Through leadership and personal relationships encourage part-time staff to promote positive community relations.
• Promote programs through a variety of marketing techniques, including flyers, social media, and email.
• Community outreach, developing programs for non-engaged areas of the community.
• Develop relationships and collaborate with key community participants, such as police/fire and school/library districts to fully maximize community engagement.
• Assist marketing and communications department in promoting events and securing sponsorships.

AREAS AND FACILITIES:
• Responsible for supervision of the Community Center as assigned.
• Make recommendations to the Superintendent of Recreation regarding purchase of equipment or facility enhancements.
• Make recommendations regarding purchase of equipment for programming or facility enhancements.

MARGINAL FUNCTIONS:
• May occasionally fill in as building supervisor.
• May occasionally need to help with a facility set up.
• Performs other duties as assigned by the Supervisor.
• It is the responsibility of all Park District employees to pick up litter throughout the building, grounds, and facilities of the District.
• Staff is expected to help with the successful implementation of programs, parks, and services across program areas and between departments.

SAFETY CONSIDERATIONS:
• All employees are responsible for implementing the policies and procedures that pertain to safety and health.
• Supervisors are responsible for ensuring that their employees follow the established safety rules.
• First Aid, CPR, and AED Certification required.

PSYCHOLOGICAL CONSIDERATIONS:
• Should have ability to work with other people under stressful situations.

PHYSIOLOGICAL CONSIDERATIONS:
• Should be able to sit at least 80% of the day.
• Should be able to lift 25 pounds.
• Job includes repetitive hand movements.
• Facility set-ups include lifting, twisting, bending, and squatting.

ENVIRONMENTAL CONSIDERATIONS:
• Most activities are done indoors; these conditions include lighting and temperature.

COGNITIVE CONSIDERATIONS:

• Should exhibit good problem-solving abilities and good judgment in keeping with the Park District mission.
• Should be able to follow directions from supervisor and co-workers.