



Recreation Supervisor - Oakton Community Center Skokie Park District

Contact Name: Stephenie Gualano
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Contact Phone:
Closing Date:
Salary: 52,000 - \$60,000 DOQ

Description:

The Oakton Center Recreation Supervisor will administer, develop, coordinate, implement, promote, and evaluate the District's after-school clubs and enrichment programs for local school districts, teen and school-age classes, school day off programs, summer camps, other school-age special events, and recreation programs as assigned. The Oakton Center Recreation Supervisor will utilize all available resources of the District and its staff to ensure a smooth and effective delivery of services and will carry out the established policies of the Skokie Park District.

Essential Duties:

1. Hires, trains, evaluates, schedules and supervises enrichment club instructors, School's Out Fun program leaders and directors, special event staff and summer camp staff.
2. Maintains and approves payroll for enrichment program instructors, summer camp staff, special event staff, and other programming staff.
3. Plans, implements, and evaluates after-school enrichment programs to ensure programs meet the needs of the local school districts and their families.
4. Creates, plans, implements, and evaluates teen and school-age programs year-round.
5. Plans and oversees the School's Out Fun program for school-age children during holidays and Teacher Institute Days.
6. Responsible for developing, planning, overseeing and evaluating teen and school-age summer camps as assigned.
7. Works cooperatively with other facility staff to maintain and communicate the overall facility schedule utilizing RecTrac.
8. Works with Marketing Department to promote programs, camps and special events.
9. Writes brochure copy for programs under area of responsibility, proofs brochure copy.
10. Develops budgets for enrichment clubs, School's Out Fun programs, teen and school-age programs, summer camps and special events.
11. Monitors monthly budget reports closely to ensure that programs are operating within the budget.
12. Maintains an inventory of program supplies; purchases program supplies and follows district purchasing guidelines.

13. Assists with District-wide special events that include Festival of Cultures, 4th of July fireworks, Backlot Bash and other special events that take place throughout the year.
14. May be requested to participate in District-wide committees.
15. Maintains records and reports, prepares monthly Board reports.
16. Develop new teen and school-aged programs and special events to maximize the use and revenue of the Oakton Center programming rooms.
17. Produce and implement the contractual agreements with Skokie school district program sites.
18. Performs other duties as assigned.

Qualifications:

Ideal candidate will have the ability to coordinate all aspects of this position in an organized, efficient way. Must be able to evaluate and manage a large staff and multiple programs and to establish positive and professional, interpersonal relationships with staff, children, parents, customers, and business associates. Must also be able to plan and implement innovative programs, analyze problems, handle community pressures, prepare and manage sound budgets, policies, and directives and to write, speak, and develop reports clearly. Incorporates the District's core values of commitment, service, integrity, inclusiveness, openness, innovation and environmental stewardship in all work performed. Adheres to and actively enforces the safety responsibilities and safety procedures as outlined in the District's Safety Manual, and overall risk management program.

Other qualifications:

Education: Bachelor's degree in Recreation and Park Administration, Child Development, Education or a closely related field.

Experience: Two to five years related work experience in recreation programming. Supervisory experience required.

Certifications: Certified Park and Recreation Professional (CPRP) certification preferred. Must be able to obtain and keep current CPR and AED Certification and Safe Sitter trainer certification. Must possess a valid Illinois Driver's License and possess a reliable mode of transportation to visit various school and camp sites during the workday.

In exchange for your talent we offer competitive benefits including:

- BCBSIL Health Insurance (PPO and HMO Options Available)
- Dental Insurance
- Vision Insurance
- Life Insurance (Paid for by the Park District up to 2.5x your annual salary)
- Pension Plan (IMRF)
- Short Term Disability (IMRF)
- Employee Assistance Program
- Paid Time Off (Vacation, Personal, Holiday, Sick)
- Paid Parental Leave
- Facility Usage Benefits (gym membership, golf memberships, program discounts, etc.)

To apply, please submit your resume and application here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=76912&clientkey=F5399E13078DE94BE9A1121375B92420>

The Skokie Park District is an Equal Opportunity Employer.