



Recreation Supervisor - Cultural Arts, Special Events & Community Programming (Full-Time)

Deerfield Park District

Contact Name: Laura McCarty
Contact E-mail: laura@deerfieldparks.org
Contact Phone: 847-572-2615
Closing Date:
Salary: \$55,000 - \$60,000

Description:

Are you an experienced Recreation Supervisor seeking a robust role with a variety of responsibilities? Our Recreation Supervisor – Cultural Arts, Special Events & Community Programming role is an integral position within the Recreation Team at the Deerfield Park District. It will allow you the opportunity to showcase your leadership and multi-tasking skills, while working within a fun, mission-based organization. This role requires an energetic, collaborative individual with exceptional planning and people skills who enjoys making a positive impact within the park district and greater Deerfield communities. Applicants looking to work in a unique environment where you can make a daily difference in people's lives should apply!

Who we are?

The Deerfield Park District was formed in 1951 with a mission to provide outstanding parks, services, facilities, and recreation programs that enrich lives, promote healthy living, and provide memorable experiences. The Park District has over 25 parks and facilities including the Deerfield Golf Club, Sachs Recreation Center, Patty Turner Center, Jewett Park Community Center, Mitchell Pool and Deerspring Pool. The Park District employs an average of 300 staff with over 500 seasonally. The district maintains a modern, well-designed environment and is an IAPD/IPRA Illinois Distinguished Accredited Agency and a two-time National Gold Medal Finalist in 2021 and 2022. For additional information visit us at www.deerfieldparks.org.

What is the opportunity?

The Recreation Supervisor – Cultural Arts, Special Events & Community Programming is responsible for the planning, organization, implementation, and supervision of all operational and program functions as they relate to Cultural Arts programs and camps, District special events and community programs. This includes developing and coordinating youth and adult cultural arts programming in the areas of performing arts, dance, theater, art, music and ceramics, and the planning and coordination of District-wide special events and community programs. This full-time role works a minimum of 40 hours with a flexible schedule to be present at evening and weekend programs and events.

As a Recreation Supervisor, this position directly supervises program instructors, part-time recreation staff and provides leadership and guidance to contractual and sponsored groups that the park district

partners with to increase community offerings. The supervisor will recruit, interview, hire, train, evaluate and schedule necessary program instructors and staff for the implementation of cultural arts programs, camps, special events and community programs. Additional supervisory duties include reviewing and approving payroll for assigned staff.

The Recreation Supervisor will administer programs and events within the established philosophies and budgetary guidelines of the district. They will prepare annual program and event budgets and make necessary revenue and expenditure adjustments and submit to the Jewett Park Community Center Program Manager.

In conjunction with the Jewett Park Community Center Program Manager and the Marketing Department the supervisor plans promotional materials for assigned programs and events. Additionally, they will prepare program and event information to be included in the seasonal program guide as well as gather program feedback to ensure participants needs and expectations are being met. They will also maintain current and accurate records pertinent to recreation programs and events including personnel, program participation, and financial status.

What Qualifications are Needed?

- Bachelor's Degree in Recreation, Education or related field and a minimum 2 years of experience in recreation and special event programming and planning.
- Certified Parks and Recreation Professional (CPRP) preferred.
- Knowledge of computer keyboard and data entry.
- Knowledge of Microsoft programs including Word and Excel. Ability to learn in-house computer applications. Knowledge of RecTrac registration system a plus.
- Valid driver's license required.

Compensation & Benefits

- Full-time, exempt position.
- Target hiring range is \$55,000 - \$60,000 dependent upon qualifications and experience.
- This position is eligible for a comprehensive benefits package including health insurance, dental insurance, vision insurance, life insurance, IMRF pension, paid time off, wellness incentive program, and free/discounted access to Park District facilities and programs.
- Position is open until filled. Please apply early as recruiting and interviewing will begin immediately. Apply online at Employment Opportunities - Deerfield Park District (deerfieldparks.org).
- A full job description will be provided during the interview process.