



## Recreation Specialist-General Recreation Programs & Services Waukegan Park District

**Contact Name:** Elizabeth Fallon

**Contact E-mail:** [efallon@waukeganparks.org](mailto:efallon@waukeganparks.org)

**Contact Phone:** 847-782-3626

**Closing Date:**

**Salary:** \$48,500 - \$53,000 annual salary DOQ

### **Description:**

**ABOUT US:** Work with an extraordinary team of people at a progressive and well-established agency. The **Waukegan Park District** serves a community of 90,000 residents in northern Illinois, 40 miles north of Chicago, on Lake Michigan. The Park District provides year-round recreation and leisure opportunities for all ages and abilities.

**JOB SUMMARY:** Primary responsibilities of this position are planning, organizing, implementing, and oversight of the B.A.S.E. before and after school program, summer day camps, a variety of social and nature programming, and assisting or leading special events. This individual will possess leadership capabilities, management skills, and the ability to foster and build relationships with a diverse population.

**COMPENSATION:** We provide a highly competitive, employee friendly benefit and incentive package to support you in your personal and professional journey which includes:

- medical, dental, vision coverage or opt out incentive.
- life insurance
- Illinois Municipal Retirement Fund (IMRF) Defined Benefit Pension and 457 deferred compensation plan.
- flexible spending account.
- paid time off starting first day of employment: 10 vacation days, 3 personal days, 12 holidays, 4 floating holidays, sick time accrues monthly, and discretionary time earned annually.
- park district facility usage and program discounts.
- cell phone reimbursement.
- training and professional development opportunities.
- student loan repayment program.

### **ESSENTIAL FUNCTIONS DESCRIPTION/DUTIES:**

- Responsible for the planning, organization, implementation, and oversight of general recreation programs which may include before and after school programs, summer day camps, outdoor recreation in nature-based environments, nature programs, out of school programs, adult/youth/family general recreation programs, and special events.
- Provide direct leadership and supervision to all assigned recreation programs and services.
- Provide developmentally appropriate activities that meet the needs and interests of participants.
- Assist with facility management and operations which may include direct supervision of program registrations, front desk procedures, reconciling daily receipts and deposits, facility rentals and room usage, monitor and ensure cleanliness of facilities, handle general repair situations as they arise, and complete work orders for repairs as needed.
- May assist with vehicle use and safety inspections for General Recreation vans.
- May provide direct leadership, or assistance, with recruitment and placement of volunteers in various programs and events.
- Assist in the development and implementation of long-range plans and strategies. Develop and implement annual goals and objectives.
- Evaluate the effectiveness and efficiency of programs and services, making recommendations on introduction or deletion of programs and services.
- Assist in the development and implementation of specific program details consistent with recreation marketing strategy.
- Assist in the development and implementation of a marketing strategy for recreation programs, services, and facilities consisting of appropriate pricing and promotional efforts.
- Recruit, select, train, supervise, and evaluate part-time/seasonal/temporary staff and volunteers.
- Contract with independent contractors and vendors for programs and services as needed.
- Establish a cooperative planning and working relationship with community agencies and organizations.
- Review and prepare costs for assigned programs, services, and facilities for annual budget.
- Secure alternative funding through grants, sponsorships, and fundraising.
- Purchase, distribute, and maintain proper inventory of all supplies and materials.
- Prepare and maintain management reports and records regarding programs and services.
- May transport program participants and supplies using park district vehicles.
- Attend department and District meetings and in-house training sessions.
- Conduct self in accordance with the policies and procedures as established by the District.
- Participate in District safety and training program to ensure that work performed, and services provided are implemented in a safe manner.

#### **MARGINAL FUNCTIONS:**

- Assist staff and volunteers in the performance of their duties.
- Participate and become involved in organizations and/or community meetings whose purpose will be of benefit to the park district operation.
- Serve on in-house committees.
- Attend seminars and training workshops.
- Perform other duties as assigned.

#### **QUALIFICATIONS**

**EDUCATION:** Bachelors degree in Recreation and Parks Administration or related field.

**EXPERIENCE:** Minimum one (1) year experience in a recreational setting, preferably in a recreation department, school district, social service agency, or non-profit organization. May be obtained through a combination of seasonal, part-time, or temporary positions.

#### **KNOWLEDGE:**

- General knowledge of recreation, parks, and leisure services field.
- General knowledge of recreation principles and philosophy.
- Thorough knowledge of personnel management.
- Thorough knowledge of facility operations.
- Specific knowledge of youth, adult, and family general recreation programs and services.
- Specific knowledge of day camp and out of school program operations.
- Specific knowledge of outdoor recreation and nature programs and services.
- Specific knowledge of special event program operations.
- Sound fiscal management.

#### **LICENSE/CERTIFICATION:**

- Valid driver's license required.
- Certified Park and Recreation Professional (CPRP) certificate required within one (1) year or as soon as eligible.
- First Aid/CPR/AED certification required within one (1) year.
- Temporary Food Service Permit required.

**HOURS:** 40 hours per week. Work schedule may vary and will include regular nights and weekends. May involve additional hours on an as needed basis.

#### **CONDITIONS OF CONTINUED EMPLOYMENT**

##### **ALL THE FOLLOWING ARE REQUIRED:**

- submit proof of date of birth.
- provide a copy of driver's license.
- provide drivers abstract.
- provide verification of education.
- submit to a reference check and employment verification.
- submit to a state criminal background check.
- submit to a pre-placement physical.
- submit to pre-placement drug testing.
- submit to a random, reasonable cause, and post-accident alcohol and drug testing.
- satisfactorily complete a six (6) month introductory period.
- provide a copy of Certified Park and Recreation Professional (CPRP) certificate within one (1) year of employment or as soon as eligible, and renewal certificates as required.
- provide a copy of First Aid/CPR/AED certification required within one (1) year of employment and renewal certificates as required.

**RESIDENCY:** Employees are strongly encouraged, but not required, to become residents within the boundaries of the Waukegan Park District.

#### **CONTACT:**

Julia Sanchez  
 Recreation Supervisor-General Recreation  
 jrsanchez@waukeganparks.org  
 847-360-4707

#### **QUALIFIED APPLICANTS CAN APPLY ONLINE AT:**

Waukegan Park District (waukeganparks.org)

*Position will be open until filled. Waukegan Park District is an Equal Opportunity Employer.*