



Program Supervisor - The Hub & General Interest Elmhurst Park District

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Closing Date:

Salary: \$58,656-\$65,000

Description:

APPLY ONLINE AT: <https://elmhurstpark.bamboohr.com/careers/197>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! With a population of 45,556, the Park District manages 462 acres of parkland within 28 parks ranging in size from small neighborhood parks to large community parks. Facilities vary from formal gardens to playgrounds. We are looking for someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

Are you seeking an opportunity to enhance your resume with valuable facility management and programming experience? The Park District is looking for a dedicated individual to join our team as the **Program Supervisor of the Hub & General Interest**. The Hub is located at Berens Park and is a seasonal facility which features a variety of attractions including a spray ground, batting cages, concessions stand, and rental space.

WHY JOIN US?

This position offers a unique opportunity to gain hands-on experience in facility management, programming, and staff oversight, all of which are crucial for advancing your career in recreation. If you are eager to make a positive impact in our community while developing your professional skills, we encourage you to apply!

WHAT YOU'LL DO: As Program Supervisor, you will directly oversee The Hub seasonal facility daily operations and rentals as well as youth and teen general interest programs. Responsibilities include but are not limited to:

- Recruit, hire, train and evaluate staff
- Provide ongoing leadership, foresight and motivation to staff
- Prepare and monitor budget, and manage it within guidelines including accurate preparation and completion of financial paperwork
- Prepare, negotiate and manage contracts for independent contractors.
- Update and instruct "food safety" training programs for all food handling staff and monitor adherence to food handling procedures.

- Maintain inventory controls through tracking, determine best source of purchasing and establish cost of goods.
- Plan, organize, implement, evaluate and supervise youth and teen general interest programs including contractual providers.
- Create programs, prepare, edit and proof brochure copy and registration.
- Coordinate rentals at The Hub
- Research and implement new facility rental and programming options and special events.
- Inspect and evaluate Hub equipment and property to ensure appropriate levels of safety and cleanliness are maintained.
- Maintain and comply with State of Illinois Department of Public Health and PDRMA rule and regulations to operate a safe facility.

WHAT YOU'LL BRING:

- Bachelor's degree in Parks and Recreation, or related field with 4 years of experience in programming and 2 years supervisory experience
- Food Service Sanitation License
- Valid IL Drivers License
- Ability to maintain and repair minor problems with concessions equipment, batting cages, and spray ground equipment
- Proficiency in computer word-processing and spreadsheet applications
- Proficiency in POS systems and financial software
- Proven problem-solving, communication, organizational, customer service and management skills

WHEN YOU'LL WORK:

This is an exempt full-time position, expectation to work 40-hours/week with occasional evening and weekend hours.

WHAT YOU'LL GET:

- The anticipated starting range for this exempt position is \$58,656 - \$65,000
- This position falls under Pay Grade 5 with a pay range of \$55,423 - \$77,592

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)