



Recreation Supervisor

Round Lake Area Park District

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Closing Date:

Salary: \$44,000-\$60,000

Description:

The Round Lake Area Park District is looking for an exceptional employee to join our team and serve the community. This full-time position will provide the ideal candidate with opportunities to develop new and existing programs. Applicants should be highly motivated, enthusiastic, and looking to grow in a professional environment. The ideal candidate will have a thorough understanding of the recreation industry and the ability to revamp existing programming to draw the community to our district.

Summary:

Responsible for the planning, staffing, implementation and evaluation for district recreational programs with a strong focus on dance, performing arts, and special events. A primary responsibility will be to oversee the dance program. The dance program runs a two month and and seven month program. The seven month program culminates with a dance recital in June.

The ideal candidate must have the ability to work independently and under the direction of the Superintendent of Recreation. We have a high expectation of professionalism while performing daily activities. The Recreation Supervisor is responsible for managing numerous part-time staff. Evening and weekend hours may be required.

Duties & Responsibilities | Essential Job Functions:

- Plans, implements, and evaluates a variety of recreation programs and special events including but not limited dance classes, community band, and cultural arts programming.
- Promotes and maintains positive community relations with the general public.
- Provides information for seasonal program guides and promotional materials for programs and events.
- Conducts seasonal evaluations of programs and services.
- Leads or assists with evening and weekend programs as needed.
- Oversees and approves staff payroll.
- Oversees revenue and registration reports.
- Prepares, implements and monitors budget for assigned areas of the recreation services division.

- Prepares monthly reports for supervisor.
- Oversees purchase of supplies and equipment for programs.

- Attend appropriate meetings as assigned by the Superintendent of Recreation
- Perform all tasks within the rules and guidelines of the district's safety and operational codes and programs.

Education | Requirements:

- B.A. or B.S. degree in Recreation, Education or a related field, preferred. One year of full-time program and/or facility planning experience.
- Must have a thorough understanding of general recreation programming with an emphasis on dance and the performing arts.
- A minimum of three to five years of supervisory experience in and dance and/or performing arts is required.
- Ability to lead or assist programs as needed.
- Certified Parks and Recreation Professional or ability to earn certification required within 12 months or when eligible.
- Computer Skills: Proficient with Microsoft Office 365, and ActiveNet for program registration and payment.
- Valid state Driver's License
- CPR certified or the ability to obtain within 6 months.

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

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance (basic & voluntary)
- Pension Defined Contribution Plan (IMRF)
- 457 Defined Contribution Plan
- Flexible Spending Account
- Paid Holidays & Vacation Time

Apply here: <https://roundlakeareaparkdistrict.bamboohr.com/careers/124>

Round Lake Area Park District is an Equal Opportunity Employer. Round Lake Area Park District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Any individual needing assistance applying for any opening should contact the Department of Human Resources, Jennifer_Bye@rlapd.org.