



## **Recreation Supervisor of Athletics & Special Events**

### **Berwyn Park District**

**Contact Name:** Nicole Collier  
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**Closing Date:**  
**Salary:** \$47,000

#### **Description:**

**JOB TITLE:** Recreation Supervisor for Athletics & Special Events  
**CATEGORY:** Full- Time

The Recreation Supervisor for Athletics and Special Events is responsible for the creation, implementation, and maintenance of recreational, athletic, and innovative programming. The Recreation Supervisor for Athletics & Special Events is a full-time employee working a minimum of 40 hours per week. Work pace is moderate to active depending on the task required. The position of Recreation Supervisor for Athletics and Special Events requires the ability to work at an active pace (lift 30 lbs. or more) This includes developing, teaching and/or leading programs for children, teens, adults, seniors, and special events. This is an exempt position.

#### **Qualifications:**

The Recreation Supervisor for Athletics and Special Events should have a Bachelor's degree in Parks and Recreation or a related field and at least 1 year of full-time experience in a parks and recreation related position. The Recreation Supervisor must have experience working with Microsoft computer programs. Experience with Vermont Systems, Inc. (VSI) RecTrac preferred.

#### **Immediate Supervisor:**

The Recreation Supervisor for Athletics & Special Events is under the direction of the Superintendent of Recreation.

#### **Essential Functions:**

1. Actively recruit, train, and monitor the performance of instructors, part-time staff, and volunteers to work all events and programs.
2. Provide appropriate information and promotional assistance for all programs advertised through the seasonal brochures, fliers, press releases, website, and other social media and marketing efforts utilized by the park district. This includes excellent proofreading skills.
3. Meet with Superintendent weekly to foster communication and receive assigned tasks.
4. Compile class proposals and final reports for all programs and events and evaluate the effectiveness of all services, making recommendations for modifications of services to the

Superintendent.

5. Network with neighboring park districts and other community organizations to provide outstanding programming and partnerships.
6. Inventory and order supplies and equipment for the Recreation Department.
7. Maintain awareness of current trends in recreational programming and district needs, including marketing and social media.
8. Prepare budgets, implement programs, and complete reports for all assigned programs.
9. Attend required meetings.
10. Assist with holiday and seasonal programs, trips, and other collaborative activities.
  1. Seek, interpret, and implement input from the public.
  2. Assist in the development of long-range planning, goals, and program forecasts. Responsible for quarterly reports and budget analysis. Constantly review and monitor the budget and take appropriate action to ensure that variances stay within budget guidelines. Propose innovative ideas for revenue generation and in general critically think through current ideas to take the BPD to the next level of performance.
  3. Maintain close contact with the population and guests served.
  4. Maintain close contact with all residents and all employees to build an atmosphere of the highest level of teamwork.
  5. Open and close park district buildings for all assigned programs.
  6. Assist in the scheduling of staff for programs and registration desk.
  7. Conduct program registration and reporting.
  8. Work with safety coordinator to assure safe operations of facilities.
  9. Other duties as assigned.

#### **Marginal Functions:**

1. Have a basic knowledge of all programs, special events and rentals or know how and where to obtain the information.
2. Assist all employees of the Park District as needed.

#### **Psychological Considerations:**

The Recreation Supervisor of Athletics & Special Events may feel added pressure from the volume of calls, walk in requests, emails about programs, special events and general Park District information. The Recreation Supervisor must remain calm and continually share Park District information with patrons.

#### **Physiological Considerations:**

The Recreation Supervisor of Athletics & Special Events must be able to bend, stoop, lift items weighing up to 30 pounds, turn, sit, and stand for short or extended periods of time.

#### **Environmental Considerations:**

The Recreation Supervisor of Athletics & Special Events may be exposed to elements when assisting with outdoor functions. Most activities are performed indoors; the outdoor conditions may include lighting and extreme temperatures.

#### **Cognitive Considerations:**

The Recreation Supervisor of Athletics & Special Events must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District. The Recreation Supervisor of Athletics & Special Events must be in compliance with the loss prevention and safety policies of the Park District.