



Recreation Supervisor- Active Adults

Round Lake Area Park District

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Closing Date:

Salary: \$58,000-\$62,000

Description:

Recreation Supervisor - Active Adults

The Round Lake Area Park District is looking for an exceptional employee to join our supportive 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.

Apply now: <https://roundlakeareaparkdistrict.bamboohr.com/careers/126>

Summary:

Responsible for the planning, staffing, implementation, and evaluation for district recreation programs for active adults, and special events. Key duties include overseeing Senior Center operations and programming, supervising daily activities like bingo and social card groups, and serving as the primary chaperone for senior trips. Additionally, the role involves developing and executing district events such as Holiday in the Hart, Trick-or-Treat Trail, and the Egg Scramble.

Recreation Supervisor performs duties with minimal supervision and must have the ability to work independently and under the general direction of the Superintendent of Recreation. Recreation Supervisor must exhibit professionalism while performing daily activities. 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 to seniors, adult, youth and contractual 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 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
- 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 Google Docs, and Active for program registration and payment.
- Strong communication and interpersonal skills.
- Valid state Driver's License

In exchange for your time and talent, we offer a comprehensive benefits 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

Become a part of a dynamic team that is dedicated to enriching the lives of our community members. If you are ready to make a difference, apply now!

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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.