



Recreation Supervisor: Athletics

Carol Stream Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$44,000 - \$54,000 per year

Description:

Full-time (40 hours a week) salaried position; a combination of weekdays, nights, and weekends dependent on the needs of your areas of responsibility.

Salary & Benefits:

- \$44,000 - \$54,000 per year starting salary.
- Full benefits package including health insurance, IMRF Pension, paid time off (10 vacation days, 10 sick days, 3 personal days, and 13 holidays), program discounts, and complimentary Fitness Center, Dog Park, and Coral Cove Water Park memberships for you and your immediate family.

Position Summary:

The Recreation Supervisor is responsible for the development and management of athletic leagues, tournaments, and programming.

Essential Job Functions:

- Develop, implement, supervise, and evaluate athletics, tournaments, and programming.
- Recruit, train, schedule, supervise, and evaluate recreation attendants, supervisors on duty, and volunteers.
- Develop content for seasonal program guides, promotional materials, and reports.
- Ensure high quality programs and services by researching trends and innovations within the industry.
- Continuously review and improve procedures to maximize safety and efficiencies.
- Develop, maintain, and maximize program budgets; analyze financial reports.
- Promote excellent customer service relations with participants, contractors and volunteers.

Qualifications:

- Bachelor's Degree in Recreation, Sports Management, or related field preferred.
- Minimum of two years related experience in Athletics and staff supervision.
- Strong leadership, organizational skills, and creativity.
- Detail-oriented with the ability to multi-task and problem-solve with minimal direction.
- Strong written and verbal communication skills.

- Able to interact and collaborate with all levels of employees.
- Experience with budget management.
- Experience with computer, office, and recreational equipment. Proficiency with Microsoft Office. Usage of ActiveNet registration software, Incode accounting software, and TimePro payroll software will be required.
- A valid Illinois drivers license is necessary.
- CPR & first aid certification will be required (and provided).
- Must successfully pass a post offer drug test and driver's abstract.
- Must successfully pass a background check.

Please visit the "Job Opportunities" section of our website at www.csparks.org to complete an online application and upload your resume.