



Recreation Supervisor

Mokena Community Park District

Contact Name: Kara Jelderks

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Closing Date:

Salary: \$53,000 - \$59,000

Description:

SUMMARY

The Recreation Supervisor performs on a permanent, full-time basis. Generally, the workplace is moderate to fast-paced. Responsibilities include a slight emphasis on leagues as well as the planning, developing, implementing, overseeing, and evaluating a variety of events and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

1. Develops, organizes, promotes, coordinates, oversees and evaluates a variety of Park District special events, including but not limited to concerts, fests, movies, field trips, leagues, tournaments, youth, teen and senior events, etc., and assists with other recreational programming when needed.
2. Maintains awareness of current trends, fads and interests for the continual enhancement and diversity of event scheduling while promoting participation of all ages and all areas of interest
3. Acts as the Park District liaison with the Village, Fire Dept., Police Dept., ESDA, School District, Chamber of Commerce, organizations, etc., when scheduling events for the district.
4. Develops and maintains a network of business and organizational contacts to facilitate event planning and development
5. Prepares detailed fiscal year program/event budget for review by Supt. of Recreation.
6. Evaluates all expenditures to prevent cost overruns.
7. Assembles informational materials and sets donor levels for solicitation of sponsorships/contributions for events. Obtains sponsorships for special events (movies, concerts, fests, tournaments, runs, etc.) and ensures appropriate and agreed-upon recognition for sponsors.
8. Seeks out grants and creates fund-raisers (fun runs, tournaments, etc.) for the support of special events and/or park improvements, when appropriate.
9. Develops and maintains accurate budget details on a program or event basis by providing ongoing reports on earned revenues and expenses to ensure cost-effective programs.
10. Provides content (written copy) of applicable events, leagues, programs in a timely manner to the Supt. of Recreation for insertion in the seasonal District brochure and website.

11. Negotiates with vendors and/or service providers for a variety of services and/or materials related to special event planning and monitors these services to ensure that contract terms are satisfied.
12. Obtains Certificates of Insurance and/or Hold Harmless Agreements and other pertinent documentation from vendors, independent contractors, service providers, entertainers, etc., when applicable and provides same to the Safety Coordinator prior to any on-site services.
13. Works in harmony with the Safety Coordinator to enforce safety guidelines, confronting and correcting all unsafe behavior and conditions associated with special events.
14. Works to ensure all food vendors comply with the Will County Health Standards.
15. Provides the Marketing Coordinator with timely information for press releases, and public service announcements for radio, local cable and television.
16. Assists the Marketing Coordinator with the development, design and distribution of event advertising including the preparation of mailings, posters, flyers, newsletters, e-mails, brochures and other promotional material, including the scheduling of photo coverage of special events.
17. Maintains continuous communication with the secretary/registrar, ensuring the front desk is fully informed of program details and requirements (ages, deadlines, minimum/maximum participant numbers, required waivers of liability, cancellations, non-resident fees, etc.). Assist registrar with registration when needed.
18. Works in support and cooperation with the Volunteer Coordinator to obtain event volunteers, create job assignments and assist with their on-site direction and guidance.
19. Attends and provides hands-on assistance for most or all events. Provides on-site event coordination that includes problem solving, decision making, and interaction with staff, vendors, sponsors and participants to ensure details are covered and event goes as planned.
20. Maintains accurate records and files of events (vendors, contracts, insurance, revenue, expenses, staffing, volunteers, supplies, and equipment).
21. Attends IPRA/IAPD annual conference, and other related workshops/seminars.
22. Works in support of the Board of Commissioners, Executive Director and the policies of the Mokena Community Park District.
23. Performs other duties as directed or delegated by the Executive Director or Supt. of Recreation
24. Works to ensure a safe environment for staff, program participants, and the general public within the established Loss Control Program.

A full job description can be located at mokenapark.com. The Mokena Community Park District is an equal opportunity employer.