



Recreation Supervisor: Childcare & Trips

Carol Stream Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$46,000 - \$56,000/year

Description:

Salary & Benefits:

- \$46,000 - \$56,000 per year.

- 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 and Coral Cove Water Park memberships for you and your immediate family.

Hours:

- 40 hours a week, salaried. A combination of weekdays, nights, and weekends dependent on the needs of your areas of responsibility.

Position Summary:

The Recreation Supervisor is responsible for the development and management of summer camps, Before & After Care, Days Off Club, adult trips, and several special events.

Essential Job Functions:

- Develop, supervise, and evaluate camps, Days Off Club, adult day and overnight trips, and three Teenie Weenie special events.
- Research and implement creative programming including trips, events, activities, and theme days.
- Collaborate with the Division Manager to provide Before & After Care oversight, including daily site visits, hands-on staff training and directive, activity planning, supply organization, and administrative support.
- Recruit, train, schedule, supervise, and evaluate staff. Effectively disseminate procedures and expectations, provide on-going training for continued staff development, and share direct feedback to staff on their performance.
- Maintain a highly visible, hands-on leadership approach with regular presence in program areas, including most Days Off Club dates during CCSD93 non-attendance days.
- Develop content for seasonal program guides, newsletters, general marketing collateral, and social media. Initiate creative marketing plans to increase enrollment.
- 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 and prepare financial reports, negotiate pricing to control costs, manage supply inventories, make purchases, and process payments.
- Promote excellent customer service with participants, parents, and contractors.

Qualifications:

- Bachelor's Degree in Recreation or related field preferred.
- Minimum of two years related programmatic and supervisory experience, or an equivalent combination of education and experience.
- Knowledge of child care programming is preferred.
- Experience with program development and the ability to analyze data and success rates for planning purposes.
- 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 and external agencies.
- Experience with computer, office, and recreational equipment. Proficiency with Microsoft Office. Usage of ActiveNet registration software, TimePro payroll software, WhenToWork scheduling software, Constant Contact digital marketing platform, WordPress website management, and Incode accounting software will be required.
- Able to balance the necessary hours in the office and onsite at programs and events in order to lead a highly effective team and operations.
- 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.