



## Recreation Supervisor-Fitness, Youth, and Teens

### Crystal Lake Park District

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**Closing Date:**  
**Salary:** \$53,000 - \$62,000/yr

#### **Description:**

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#### SUMMARY

The Recreation Fitness, Youth & Teens Supervisor, under the direction of the Manager of Recreation Programs, is responsible for planning, organizing, and supervising specific assigned recreation programs. This role includes, but is not limited to, overseeing fitness programming and events, youth athletics, martial arts, youth programs, teen programs, and special events for teens. The supervisor is accountable for the profit and loss of designated areas and directly oversees employees.

#### QUALIFICATIONS

- The Recreation Supervisor must be a graduate from an accredited university with a bachelor's degree in Leisure Studies or equivalent.
- One-year experience with a community service agency in recreation management, preferred.
- Certified with the Illinois Park and Recreation Association, NRPA or similar professional organization, preferred.
- Possess knowledge of program budgeting procedures and personnel training and supervision.
- Must be able to interpret community needs and interests, as well as possess the ability to grasp ideas and concepts, analyze and implement them.
- Must possess the ability to organize, prepare and present both written and verbal information to individuals and groups.
- Will be required to set and evaluate goals and objectives and interpret appropriate financial data.
- Must be highly organized and demonstrate the ability to use time and materials in an effective manner.
- Operate vehicles and equipment necessary to perform job assignments.
- Understand and use basic current computer operating systems and job-related software applications.
- Operate office equipment including calculator, computer, copier and miscellaneous small office equipment.
- Work evenings, weekends, and holidays.
- Take initiative and responsibility.

- Perform duties with minimal supervision.
- Train, supervise and evaluate personnel and volunteers.
- Make timely and effective decisions.
- Coordinate and work on multiple projects simultaneously.
- Follow-through with assignments.
- Provide good customer service internally to fellow staff and externally to customers and associates.
- Valid driver's license and current vehicle insurance.
- Current CPR/AED Certification, preferred.

## ESSENTIAL FUNCTIONS

- Plan, organize, implement and oversee assigned programs and special events.
- Provide developmentally appropriate activities.
- Develop and implement specific goals and objectives related to improvement and expansion of the programs overseen.
- Communicate matters of importance to the Manager of Recreation Programs on a timely basis.
- Present "new ideas" in ways of improving recreation programs as well as overall department and district operations.
- Assist in preparing the brochure on a timely basis in accordance with the schedule established.
- Work cooperatively with the Marketing Department to ensure effective promotion and awareness of activities.
- Evaluate programs content through observation, as well as participant and instructor comments.
- Observe recreation programs on a regular basis.
- Recommend the addition, deletion or revision of programs, locations or activities.
- Maintain current and accurate records pertaining to all programs.
- Review, on a regular basis, facility availability for program sites.
- Assure quality programs, at a reasonable cost, are provided on an ongoing basis.
- Implement purchasing, in accordance with District policies and procedures for assigned programs.
- Prepare annual program budgets in accordance with District policies and procedures.
- Monitor monthly program financial reports and report deviations on a regular basis.
- Administer recreation programs within the adopted budget guidelines.
- Recruit, interview, employ, train and evaluate selected individuals for job openings, as paid employees or volunteers.
- Coordinate the Recreation Department's part-time employee payroll files and monitor weekly to ensure records are current and complete.
- Respond to citizen complaints and/or inquiries.
- Attend weekly departmental staff meetings.
- Conduct training sessions and staff meetings for personnel on a regular basis.
- Perform the job safely and in compliance with District policies, procedures, work and safety rules, and the employee policy manual.

## MARGINAL DUTIES

- Participate and become involved in organizations and/or community meetings whose purpose will be of benefit to the Park District operation.
- Serve on in-house committees.
- Attend seminars and training workshops.
- Perform other duties as assigned.

## PHYSICAL CONSIDERATIONS

- Must be able to lift, support, and/or restrain program participant.

- Must be able to conduct on-site inspection of park district facilities and operations.
- Must be able to perform manual labor with varying degrees of physical exertion.
- May frequently be required to walk, sit, talk and hear.
- May frequently be required to use hands and/or fingers, handle, feel or operate objects, tools or controls; and reach with hands and arms.
- May occasionally be required to climb, balance, stoop, kneel, crouch and crawl
- May occasionally be required to lift and/or move up to 50 pounds without assistance. Over 50 pounds with assistance.
- May be in awkward or difficult positions resulting in physical fatigue
- May have specific vision abilities required for this job: close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

## PSYCHOLOGICAL CONSIDERATIONS

Must be able to work:

- Safely and appropriately when driving in unfavorable conditions
- resolve differences between staff
- effectively under stress of deadlines and complaints
- independently
- under supervision and direction of the Manager of Recreation Programs
- cooperatively with fellow staff, general public, contractors and vendors community groups and media in a proper manner

## PHYSIOLOGICAL CONSIDERATIONS

- Prolonged stress and pressures of the position could affect some individuals' blood pressure.

## ENVIRONMENTAL CONSIDERATIONS

Worker may be:

- in and out of controlled temperatures occasionally throughout the day.
- required to work occasionally in all elements of weather.
- occasionally exposed to elevated noise levels produced by participants, large crowds, public venues, sound equipment, maintenance equipment and/or power tools.
- occasionally at job sites where dust, pollen, molds, etc. may be present.
- occasionally work with household products/chemicals.
- involved in repetitive work (i.e. computer keyboard, writing, hand tools...).