



Program Supervisor

Village of Villa Park - Recreation Division

Contact Name: Gina Racanelli

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Contact Phone: 630-200-5636

Closing Date:

Salary: \$54,000 - \$60,000

Description:

DEFINITION & PURPOSE: This new hire will begin his/her tenure in a brand new, state of the art, 38,000 square foot, Recreation Center (opening to the public, January 3, 2025). The program supervisor is responsible for planning, organizing, implementing and evaluating all assigned recreation programs and activities. The position is responsible for recruitment, training and evaluation of part-time staff in assigned areas (Athletics, Fitness, Events). The Program Supervisor assists in special event planning, including coordinating volunteers, staffing, and vendors to ensure the success of the events. The Program Supervisor has significant interaction with the public and exercises independent judgment in performing most aspects of their work.

DUTIES AND RESPONSIBILITIES:

- Plan, develop, organize and implement a full range of programs for assigned areas. Assigned areas include athletics, fitness and events.
- Recruit, select, train and evaluate instructors and/or volunteers for recreation programs and activities.
- Assist in the implementation and leadership of assigned recreational programs and prepares program and activity schedules as directed.
- Maintains a high level of confidentiality when performing administrative responsibilities.
- Assists the Village in assessing community recreational needs and develop and implement programs to meet identified needs.
- Conduct ongoing program evaluation of assigned areas and make revision recommendations to the Assistant Director as needed.
- Create promotional materials, including monthly e-newsletter, promoting current programs.
- Submit program needs to the Assistant Director and maintain program expense records in accordance with Village purchasing policy.
- Purchases supplies and equipment according to Village purchasing guidelines.
- Ensure proper safety procedures and guidelines are followed in daily activities, programs and tasks.
- Manage the following supporting activities: Liaison for Village Safety Committee, and other supporting activities as assigned.

KNOWLEDGE, SKILLS & ABILITIES: Considerable knowledge of principles and practices of

recreation program development; ability to assess community recreational needs; knowledge of applicable safety requirements for recreation and aquatic programming; ability to react quickly and calmly in emergency situations; ability to explain policies and procedures to staff and to the public; ability to identify problems, evaluate alternatives, and implement effective solutions; knowledge of principles and practices of supervision, training and performance evaluations; ability to communicate clearly and concisely, both orally and in writing to groups and one-on-one; ability to work effectively with a wide range of constituencies in a diverse community.

MINIMUM EXPERIENCE & TRAINING REQUIREMENTS:

1. A Bachelor's Degree in Recreation Administration, Leisure Management, Physical Education or a related field.
2. Minimum two years' experience in the development and implementation of organized public recreation programs.
3. Any equivalent combination of education, training and experience which provides the requisite knowledge, skills and abilities for this position may be substituted for a bachelor's degree.
4. A current Certified Park and Recreation Professional (CPRP) or ability to obtain within one year of hire preferred.
5. Certified in CPR/AED/FA/BBPs or ability to obtain within 3 mos. of hire.
6. A current valid Illinois motor vehicle operator's license with a clean driving record.

APPLICATION:

Interested individuals should email a resume, cover letter and three professional references to Jobs@invillapark.com by December 27, 2024 at 12:00 pm. Please include the following in the subject line of the email: PROGRAM SUPERVISOR. You will be contacted on or after Monday, December 30, 2024, with information for the next step in the process. Kindly, no phone calls please.

The Village of Villa Park is an equal opportunity employer