



Recreation Supervisor

Golf Maine Park District

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Closing Date:
Salary: \$41,000

Description:

SUMMARY:

To plan, organize and manage recreation programs and related services.

SUPERVISORY:

The recreation supervisor reports directly to the Superintendent of Recreation. This position supervises program staff, program instructors, and volunteers.

ESSENTIAL JOB DUTIES:

Manages the operation, staffing and programming of the assigned recreational services within the parks and properties of the Golf Maine Park District, and offsite programming locations.

Management

- Communicates issues and activities with the Superintendent of Recreation related to the areas of responsibility to insure effective operations of the recreation department.
- Acts as a leader and nurtures a work culture that promotes open, frequent, and dynamic communication among staff, stimulating teamwork to accomplish desired goals and objectives.
- Recruits, recommends, trains, supervises, and evaluates part-time staff within the recreation programs.
- Attends Park board meetings to provide information or recommendations to the commissioners as deemed necessary.
- Ensures that written performance evaluations are facilitated annually or as required for part time employees, provides continuous feedback on personnel performance issues, and takes immediate action to correct or address deficiencies or problems with section personnel. Communicates these with the Superintendent of Recreation.
- Assists with seeking out customer input and investigates and acts upon requests, suggestions, and complaints concerning facilities, operations programs, or services.
- Assists with preparation and maintains annual participation service, personnel, and property (written or computerized) records of recreation programs.
- Develops and sets individual program goals in connection with the department's comprehensive program portfolio.
- Assisting in the development of the overall departmental goals and ensuring that they are connected to the park district Master Plan and Goals.
- Assigns work to all subordinate team members as needed/required.

- Assists with arranging, placement, and supervision of community service youth.

Programming

- Develops, implements, supervises, and evaluates a broad, varied, market driven portfolio of creative and cutting-edge programs and services within the area of responsibility.
- Proposes, establishes, reviews, analyzes cooperative athletic learning programming opportunities to fulfill the recreational needs of the community.
- Communicate field maintenance needs to the buildings and grounds division, assist in field preparation.
- Regular inventory program supplies and equipment. Identify and recommend orders of products and quantity needed.
- Creating, implementing, and supervision of new programs in the Recreation Department.
- Serves as the Park District's Summer Camp Director.
- Instructs recreation programs as directed by the Superintendent of Recreation.
- Annually review program policies and procedures.
- Creation, development, and supervision of all Park District Special Events.
- Supervises recreation programs as assigned by the Superintendent of Recreation.
- Other duties as assigned by Supervisor.

Budgeting/Finance

- Prepares, monitors, and analyzes program budgets for the program area and presents them annually to the Superintendent of Recreation and Executive Director for consideration, discussion, and approval.
- Maintains a revenue generation mind-set and continually conducts pricing reviews and program lifecycle audits.
- Uses RecDesk program software.
- Review program refunds, receipts, and invoices for approval. Submits approval and appropriate account information to the Superintendent of Recreation.
- Assists in preparation and reviews of all program contracts and agreements.
- Reviews payroll/timecards for subordinates for submission to the finance department.
- Assists with solicitation of sponsorships and community financial support.

Marketing/Public Relations

- Assists with the development of the promotion, public relations and information dissemination efforts of the district concerning recreation programs and services.
- Works within the guidelines of the promotion/advertising plan for all programs and activities through flyers and brochure input.
- Regularly visit school district facilities to promote programming and participation.
- Assists in the development of the information for the seasonal brochures.
- Assists with photographing programs, special events facilities, and other promotion resources.
- Work with community groups and organizations to aid in the promotion of park district programs and events.

PSYCHOLOGICAL REQUIREMENTS:

- Ability to present ideas and recommendations in a concise verbal and written manner.
- Ability to work independently in day-to-day operations.
- Ability to communicate with staff and board in a clear, concise manner.
- Ability to use independent judgement, initiative and respond to unexpected or unplanned events or demands.
- Ability to maintain positive and effective working relationships with department heads, supervisors, and other staff members.

PHYSICAL REQUIREMENTS:

- Frequently – Sitting, walking, standing, or running
- Occasionally – Climbing, balancing, stooping, kneeling, or crawling
- Strength – Work requires handling average weight (up to 50lbs) of materials or equipment.

ENVIRONMENTAL CONSIDERATIONS:

- Normal indoor facility conditions for most of the work. May include variation in temperature.
- May be exposed to occasional inclement weather, as the position requires outdoor work.

HOURS:

- The recreation supervisor position is an exempt full-time position working a minimum of 40 hours per week. The scheduled work hours for this position will vary, but typically are Monday – Friday 9:30 am – 6:00 pm, and nights and weekends as needed depending on programming, (or as directed by the superintendent of recreation) including ½ hour for lunch.

EDUCATION, EXPERIENCE, TRAINING:

- Bachelor's degree (4 year) in Recreation or closely related field or a minimum of three years of progressive supervisory and administrative work experience in the park and recreation industry.
- Intellectual and conceptual ability to lead staff in creating productive, sensible and customer friendly processes and systems for delivering recreation services and managing recreational facilities.
- Knowledge and experience in Microsoft Office applications.
- Certification in Advanced Cardiopulmonary Resuscitation (CPR), First aid and Automated External Defibrillator (AED) within 3 months of employment.
- Ability to multi-task workload.
- Oral and written communication skills.
- Organization and interpersonal skills.
- Planning and problem-solving skills.
- Customer service focus.

BENEFITS OFFERED:

- Medical, Dental, Prescription and Vision Coverage.
- Life Insurance Coverage.
- Deferred Compensation Retirement Plan (457k).
- Paid Holidays.
- Paid Vacation and personal days based on years of service.
- IMRF (Retirement Fund)

Please email your cover letter and resume to kevin@gmpd.org