



Recreation Supervisor-Performing Arts

Round Lake Area Park District

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Closing Date:

Salary: \$52,000-\$60,000

Description:

Join our team at the Round Lake Area Park District!

The Round Lake Area Park District is seeking an enthusiastic and driven individual to fill the role of Recreation Supervisor with an emphasis on Dance. This full-time position offers a unique opportunity to shape the future of our programs, particularly in dance, performing arts, and special events. If you are motivated, creative, and ready to grow in a supportive and professional environment, we want to hear from you.

Summary:

As a Recreation Supervisor, you'll be at the heart of our efforts to deliver exceptional recreational experiences to Round Lake Area Community. Your primary responsibility will be to oversee our dance programs, which include a two-month and seven-month course, culminating in a recital each June. You will also be instrumental in developing and refining a variety of other recreational and cultural arts programs.

The ideal candidate must have the ability to work independently and under the direction of the Superintendent of Recreation. We have a high expectation of professionalism while performing daily activities. The Recreation Supervisor is responsible for managing numerous part-time staff. Evening and weekend hours may be required.

Duties & Responsibilities | Essential Job Functions:

- Plans, implements, and evaluates a variety of recreation programs and special events including but not limited to dance classes, community band, and cultural arts programming.
- Actively promote and foster positive relationships with the community, ensuring programs meet the needs and interests of the participants.
- Provides information for seasonal program guides and create promotional materials to attract participants.
- Lead a team of part-time staff, overseeing their schedules, payroll, and performance to ensure high standards are met.
- Prepare and manage budgets for assigned programs, oversee revenue and registration reports, and prepare monthly updates for the Superintendent of Recreation.
- Lead or assist in evening and weekend special events, ensuring their success and smooth operation.

- Attend appropriate meetings as assigned by the Superintendent of Recreation
- Ensure all programs and activities are conducted in accordance with the district's safety guidelines and operational codes.

Education | Requirements:

- B.A. or B.S. degree in Recreation, Education or a related field, preferred.
- At least one year of full-time program and/or facility planning experience with 3-5 years of supervisory experience in dance and/or performing arts.
- Must have a thorough understanding of general recreation programming with an emphasis on dance and the performing arts.
- Must have experience teaching dance classes.
- Ability to lead or assist programs as needed.
- Certified Parks and Recreation Professional or ability to earn certification required within 12 months or when eligible.
- Computer Skills: Proficient with Microsoft Office 365, and ActiveNet for program registration and payment.
- Valid state Driver's License
- CPR certified or the ability to obtain within 6 months.

In exchange for your time and talent, we offer a comprehensive benefits package:

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance (basic & voluntary)
- Pension Defined Contribution Plan (IMRF)
- 457 Defined Contribution Plan
- Flexible Spending Account
- Paid Holidays & Vacation Time

Become a part of a dynamic team that's dedicated to enriching the lives of our community members.

If you are ready to make a difference, apply now!

Apply here: <https://roundlakeareaparkdistrict.bamboohr.com/careers/130>

Round Lake Area Park District is an Equal Opportunity Employer. Round Lake Area Park District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age, sexual orientation or disability. Any individual needing assistance applying for any opening should contact the Department of Human Resources, Jennifer_Bye@rlapd.org.