



Recreation Supervisor

Bourbonnais Township Park District

Contact Name: Cherie Smolkovich

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Closing Date:

Salary: \$35,600 - \$50,000

Description:

Position Description:

The Recreation Supervisor is responsible for overseeing a variety of recreation programs and staff, including preschool programming and preschool staff at the Recreation Station, children's programming at the Exploration Station, and nature-based programming at the Willowhaven Center. This role also manages the scheduling of site supervisors for Willowhaven rentals and BTPD Trip programs. The Recreation Supervisor plays a key role in planning and implementing engaging programs for young children and families, ensuring high-quality experiences that align with the Park District's mission and goals.

Qualifications:

The position prefers two to five years of experience, a Bachelor's Degree in Early Childhood Education, an Associate's degree with two years of classroom experience, or 30 Early Childhood Credit hours with 2 years of classroom experience. Qualified candidates must be functionally literate in reading, writing, and computation skills as well as computer literate or willing to learn. Must be available to work flexible hours, including weekends and certain holidays.

Responsibilities and Duties will include the following:

- Oversee the development, implementation, and evaluation of early childhood programming, including the preschool program and its staff.
- Plan and implement children's programming at the Exploration Station and nature programming at Willowhaven.
- Coordinate and schedule site supervisors for Willowhaven rentals and trip programs.
- Organize and lead special events such as the Sleepy Hollow and Christmas on the Farm events and other community-wide special events as assigned.
- Design and implement educational programs for children ages 2-8, covering subjects such as art, math, science, history, technology, and engineering.
- Prepare and manage program budgets, ensuring financial responsibility and adherence to Park District policies.
- Research and develop child-centered and family-focused experiences in collaboration with the Recreation & Marketing Director.

- Ensure compliance with the Illinois Abused and Neglected Child Reporting Act and related procedures.
- Attend local fairs, expos, and community events to promote Park District programs.
- Provide excellent customer service and maintain positive relationships with patrons, staff, volunteers, and community members.
- Maintain effective communication with staff, the public, and external organizations through meetings, written correspondence, and public relations efforts.
- Identify creative and effective ways to promote programs, events, and outreach initiatives.
- Keep the Director of Recreation & Marketing informed of feedback, complaints, and suggestions received from the community.
- Implement financial management procedures and recommend improvements as needed.
- Prepares and implements specific program related budgets.
- Develops, implements, and evaluates specific operation objectives as related to the district wide goals program.
- Attending professional educational training and remains informed of current trends and issues in related areas of responsibility.
- Find new and creative ways of promoting programs, events, happenings, and outreach endeavors.
- Must be able to lift objects less than thirty (30) pounds.
- Must be able to be seated for extended periods throughout the workday.
- Must be able to manipulate telephones, computer keyboards, and technical equipment for extended periods throughout the workday.
- Must be able to tolerate exposure to outdoor climatic and indoor climatic and indoor temperature conditions and variations
- Perform additional duties as assigned.