



Recreation Specialist

Bourbonnais Township Park District

Contact Name: Cherie Smolkovich

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Closing Date:

Salary: \$15.00 - \$21.43

Description:

Position Description:

Under the supervision of the Director of Recreation & Marketing, the Recreation Specialist assists with the marketing and sponsorship program along with the management and supervision of youth, seniors, athletics, active adults, trip programs, and select special events. This position supports the daily operations of recreation programs and ensures high-quality service, efficiency, and positive community engagement.

Qualifications:

The position suggests a Bachelor's Degree in Recreation, Education, or a Related Field or an Associate's degree with two (2) years of related experience with a supervisory or administration background.

Skills needed to be demonstrated:

- Strong attention to detail
- Excellent problem-solving skills and organizational skills
- Strong positive attitude, ability to multi-task, and good time management skills
- To work independently and take initiative
- Demonstrate understanding and commitment to the BTPD mission and goals
- Communicate effectively
- Ability to maintain confidential information

Responsibilities and Duties will include the following:

Program planning and development:

- Assessing community needs, researching trends, and designing new recreational programs and activities for various age groups and abilities.

Activity implementation:

- Leading and supervising recreational activities like sports leagues, fitness classes, arts and crafts, outdoor adventures, and special events.

Participant engagement:

- Promoting programs through marketing materials, community outreach, and building relationships with potential participants.
- Substitutes at programs when necessary.
- Assist with program registration procedures including but not limited to Summer Camp, Preschool, Athletic and Before & After School programs.

Facility management:

- Maintaining and coordinating the use of recreational facilities, equipment, and supplies.

Record keeping and reporting:

- Maintaining participant data, program attendance records, and generating reports on program effectiveness.

Marketing Specialist:

- Conduct market research and community assessments to develop programs that meet participant needs, including preparing and reviewing evaluations.
- Manage public relations and community engagement, including marketing efforts (flyers, newsletters, press releases, social media), volunteer coordination, and sponsorship execution.
- Build and maintain community partnerships to enhance Sponsorship program offerings, recruit volunteers, and strengthen connections with sponsors, vendors, agencies, and local organizations.