



Recreation Supervisor

Downers Grove Park District

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Closing Date:

Salary: \$50,000-\$53,000

Description:

Recreation Supervisor

Full Time – Downers Grove Park District

Hiring Salary: \$50,000-\$53,000

About Us:

The Downers Grove Park District offers quality parks, facilities, and programs for people of all ages to enjoy and explore. Home to 48 parks, a recreation center, history museum, nature center, golf course, community center, and more, there is something for everyone at the Downers Grove Park District! Learn more at dgparks.org.

The Opportunity:

The Downers Grove Park District is seeking a dynamic, creative, and experienced Recreation Supervisor to lead and enhance our youth programs, days off school, kinder camp, adventure camp 1st-2nd grade, birthday parties, dance, and special events such as the Parent-Child Dance, Bunny Hop, and Candy Cane Lane. Our goal is to continue building successful, engaging programs by introducing fresh and innovative ideas to serve our community.

This position will provide leadership and support to part-time and seasonal staff, instructors, and volunteers to ensure the highest quality programming and operations. The ideal candidate is a strong leader and problem solver with excellent communication skills and the ability to lead with positivity, flexibility, and adaptability in a fast-paced, community-focused environment.

What You Get:

The District offers health, dental, and vision insurance; paid time off; IMRF (Illinois Municipal Retirement Fund); retirement savings plan; employee assistance; free/discounted recreation programs for employees and household family members; and a free fitness membership to 4500 Fitness.

When You'll Work:

Full-Time; 40 hours per week, with occasional evenings and weekends for programs and events.

A Day in the Life:

- Oversee the development and implementation of a comprehensive range of youth programs, camps, birthday parties, dance classes, and special events to meet community needs.
- Research industry trends, community demographics, and participant feedback to identify program gaps and opportunities for growth.
- Plan and coordinate all aspects of program logistics, including scheduling, staffing, facility reservations, equipment procurement, and participant registration.
- Provide guidance, training, and support to staff to ensure program, event, participant, and employee success.
- Recruit, hire, train, schedule, supervise, and evaluate part-time and seasonal staff, including camp counselors, program instructors, and event support staff.
- Manage program and event budgets, monitor expenditures and revenue, and adjust as needed to ensure financial responsibility and program sustainability.
- Regularly review and analyze program data (attendance, revenue, expenses, participation trends) to improve efficiency, maximize safety, and enhance overall operations.
- Oversee contracts and agreements for programs and events, ensuring proper documentation and compliance with Park District policies and insurance requirements.
- Review and maintain accurate program information in RecTrac, ensuring consistency across registration and marketing materials.
- Utilize ePACT to review and update participant medical and program forms, ensuring all safety protocols are met.
- Manage staff timecards, payroll, and employee records in collaboration with Human Resources.
- Assist with the coordination and execution of large-scale community events, such as the Parent-Child Dance, Bunny Hop, and Candy Cane Lane.
- Serve as a liaison to parents and participants, ensuring high levels of customer service and engagement.
- Ensure all programs adhere to Park District safety policies, including incident reporting, emergency procedures, and risk management best practices.
- Perform other duties as assigned, contributing to the success of the Recreation Department and Park District initiatives.

About You:

- Bachelor's degree in Recreation, Education, or a related field preferred.
- At least two years of relevant experience in youth programming, dance, camps, or recreation.
- Leadership and staff supervision experience preferred.
- Experience in budget management and program development preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Experience with RecTrac, and ePACT preferred.
- Strong interpersonal, organizational, and communication skills.
- Ability to perform physical activities including lifting, standing, walking, bending, and setting up program spaces.
- CPR/AED and First Aid Certification is required (Park District will provide).
- Valid Illinois Driver's License (or ability to obtain one within three months if possessing an out-of-state license).

What Sets Us Apart:

- Supportive and friendly coworkers
- Collaborative and connected management
- Opportunity to develop problem-solving, communication, and leadership skills
- Work for a Distinguished Agency Park District

How to Apply:

Apply online at www.dgparks.org/careers-opportunities and include cover letter and resume.

The Downers Grove Park District is an Equal Opportunity Employer.