



Recreation Supervisor- School Age and Preschool Program

Round Lake Area Park District

Contact Name: Jennifer Ruehrdanz

Contact E-mail: jennifer_bye@rlapd.org

Contact Phone: 847-546-8558

Closing Date:

Salary: \$50,000-\$56,000

Description:

Join Our Team as a Recreation Supervisor!

Do you thrive in a dynamic environment where you can make a lasting impact on school-age and preschool programming? If so, we want you to join our team!

The **Round Lake Area Park District** is seeking a dedicated **Recreation Supervisor** to oversee the planning, development, and execution of school-age programs and camps. This role also supports preschool operations, provides engaging enrichment programming, and serves as the Acting Director in the absence of the Preschool and Half-day Managers.

What You'll Do:

- Lead and oversee before/after-school care, school days off programs, and summer camps.
- Develop age-appropriate activities that promote learning, creativity, and social development.
- Maintain clear and effective communication with school districts, staff, parents, and guardians.
- Recruit, train, support, and evaluate program staff, ensuring a high-quality experience for children.
- Ensure compliance with child protection regulations, state licensing, and ExceleRate Illinois requirements.
- Manage program budgets, prepare reports, and assist with state-required record-keeping.
- Support park district special events and professional development opportunities.

What We're Looking For:

- A minimum of one year of experience in an Early Childhood Education setting.
- A bachelor's degree in education, recreation, or a related field preferred. At least 18 semester hours in Early Childhood Education from an accredited college/university.
- DCFS Director qualified (or ability to obtain within six months of hire).
- Registration with Gateway's to Opportunity.
- A valid Illinois driver's license.
- Certifications in First Aid, CPR, and Food Service & Sanitation (or willingness to obtain).

Why Join Us?

Be a part of a team that values innovation, education, and community engagement.
Enjoy ongoing professional development opportunities.
Play a key role in creating a fun and enriching environment for children.
Work with a supportive park district that fosters growth and creativity.

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

Apply Now!

Please upload your resume or upload a completed job application from our website.

Apply here: <https://roundlakeareaparkdistrict.bamboohr.com/careers/138>

Link to blank job application: <https://rlapd.org/upload/JobApplicationRev82023-fillable.pdf>

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.