



## Recreation Supervisor - General Recreation Wilmette Park District

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**Closing Date:**  
**Salary:** \$65,441 - \$88,345

### **Description:**

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined contribution plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts and usage benefits.

Benefit Summary link:

<https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

### **SUMMARY:**

The Recreation Supervisor – Gen Rec plays a critical role in the success of our dynamic recreational opportunities. This year-round, full-time position reports directly to the Recreation General Manager and is responsible for the leadership, planning, implementation, and evaluation of a wide range of recreational programs. Key responsibilities include the development and execution of summer camps, special events, afterschool enrichment, and various recreation classes, designed to meet the evolving needs of the Wilmette community, while providing excellent customer service

### **SUPERVISORY DUTIES:**

- Recruit, hire, onboard, supervise, and evaluate all part-time staff, including Part-time Site Directors, Counselors, Instructors, and Volunteers.
- Carry out supervisory responsibilities in accordance with the Park District's policies, procedures and applicable laws
- Lead regular staff meetings and attend district-wide meetings to keep all levels of employees within the area of supervision apprised of agency business, including opportunities for communicating operational updates, feedback, and questions
- Actively support the professional development of division staff

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Manage the planning, direction, implementation, and evaluation of the Park District's general recreation programs, encompassing school-age and teen activities, summer camps, afterschool enrichment, special events, and pop-up programs
- Oversee the day-to-day operations of planned or assigned programs
- Establish and maintain strong, communicative relationships with Park District contractual providers, ensuring the successful delivery of vendor-provided recreational programs
- Responsible for the planning and execution of special events, including but not limited to Wicked Wilmette, Egg Hunt, Touch a Truck, Royal Ball, Community Garage Sale, pop up events, district community events, and holiday celebrations, by assisting with logistics, marketing, and volunteer recruitment, while ensuring a positive and engaging experience for all attendees
- Engage with community groups and individuals to recruit and manage volunteers for special events, ensuring a positive volunteer experience through training and support, and fostering strong community partnership
- Schedule staff to ensure proper supervision of participants
- Manage all participant documentation, including but not limited to class lists, attendance records, participant information forms, permission slips, emergency contacts, and permission to escort
- Collaborates and assists Recreation Supervisor – School Age with the planning and scheduling of School Day Off programs and Break Camps.
- Work in cooperation with the Northern Suburban Special Recreation Association (NSSRA) to adequately support inclusion participants to participate in the programs successfully.
- Work with the Park District NSSRA liaison to ensure that participants are evaluated as requested and 1:1 staffing needs are met
- Purchase program equipment and supplies as needed within approved budget and the Park District Purchasing Policy guidelines
- Assist in the creation, execution, and management of Recreation annual budget in accordance with Park District policies and procedures
- Monitor monthly budget reports and report any variances
- Regularly utilize RecTrac to complete enrollment, transfers, refunds, and billing
- Ensure that participant registration information and ePact accounts are set up and completed prior to the start of programs utilizing ePact.
- Complete payroll review and approvals on a bi-weekly basis
- Attend meetings, seminars and training that pertain to the position
- Order, purchase, and manage program supply inventory
- Remain current on trends and innovations for areas of responsibility to meet department and division goals
- Drive Park District vehicles, as needed
- Actively contribute to the Park District's sustainability goals
- Perform other duties as assigned

### **SAFETY RESPONSIBILITIES:**

- Actively support the safety program that will effectively control and reduce accidents
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that is pertinent to the activities conducted by the department
- Monitor the learn/play environment for safety hazards
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedure
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor, Human Resources/Risk Management division
- Attend and participate in required safety trainings
- Review all accident and incident reports that occur under area of responsibility and send to Human Resources/Risk Management division

## **QUALIFICATION REQUIREMENTS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **EDUCATION AND EXPERIENCE:**

- Bachelor's degree with major coursework in Recreation Management (preferred), Parks and Recreation or related field
- A minimum of one years' experience in recreational programming, special events, youth development, and/or non-profit program management
- Must have the ability to work well with children, their families and supervise staff
- Knowledge and experience in program and budget management

## **CERTIFICATIONS, LICENSES, REGISTRATIONS:**

- Must hold a valid Class D driver's license
- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District
- Complete annual District trainings including, but not limited to, Sexual Harassment Training annually and Mandated Reporter every three years
- CPRP preferred

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to write routine reports and correspondence
- Ability to effectively present information in one-on-one and small group situations to parents, patrons and other employees of the Park District
- Ability to deal with problems involving a few concrete variables in standardized situations

## **TECHNOLOGY SKILLS:**

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

## **PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hand and arms
- The employee is occasionally required to stand, walk and sit; climb or balance; and push/pull objects
- The employee must occasionally lift and/or move up to 20 pounds
- The employee must maintain close supervision of children when assisting in programs
- Must be able to move quickly to respond to emergency situations or children's needs

- The noise level in the work environment is usually moderate.

**HOURS:**

- The Recreation Supervisor of Gen Rec will have varying hours, based on the needs of the program, camp, or special event responsibilities and/or the agency.
- Due to the nature of recreation work, evening and weekend hours may be necessary.
- General hours of duty will be approved by the Recreation General Manager and Superintendent of Recreation for the various seasons of the year.