



Recreation Supervisor

Riverside Parks & Recreation Department

Contact Name: Ian Splitt

Contact E-mail: isplitt@riverside.il.us

Contact Phone: 708-447-2700

Closing Date: 2025-04-07

Salary: +/- \$57,000 DOE, Salary range of \$50,453.41 - \$72,615.63

Description:

Riverside Parks and Recreation is seeking an energetic individual for their Recreation Supervisor role. This position will directly oversee and coordinate youth and adult athletic leagues, general recreation programming, and after school class programming in conjunction with School District 96. This is to include developing all aspects of responsibilities including but not limited to; creating evaluations for all programs and facilities, packaging, securing, and providing all written and verbal meetings and correspondence with potential organizations. This position will also assist with Summer Camp, Before and After School, and various community Special Events. The Recreation Supervisor will be responsible for production of the community brochure as well as marketing materials for various recreation programs. Recreation Supervisor must demonstrate proficiency in word, processing, and spreadsheets, and possess good public relations skills to communicate effectively, both verbally and in writing. The Recreation Supervisor must have knowledge of or be willing to learn RecTrac and WebTrac systems.

Desired Qualifications

- At least 1-2 years' experience in Parks & Recreation field
- Ability to exercise good judgement when making decisions in regards to staff and programs, in accordance to village policy
- Must pass CPR/First Aid Certification – provided by RPRD
- Must be able to participate in a variety of physical activities requiring energetic enthusiasm
- Demonstrates appropriate behavior at all times.
- Knowledge/experience in an assortment of sports and activities
- Excellent Character, integrity and adaptability.
- Exhibits dependability, punctuality, teamwork, self-control and enthusiasm
- Possesses good leadership abilities and responsibility
- Working knowledge of Microsoft Office applications

Preferred Qualifications

- Bachelor's Degree in Parks & Recreation Administration or related field

- Experience with RecTrac and WebTrac software and basic office applications.
- Valid Driver's License to assist in transportation of children in village vehicle

Hours of Work: Hours can range from 8:30 AM – 5:00 PM Monday - Friday, and will include occasional night and weekend hours.

Work Location: Quincy Community Center, 43 E. Quincy Street, Riverside, IL, 60546. May have to work in other village locations or within District 96 schools as necessary.

Applicants must be 18 years old, and possess a high school diploma or equivalent. Applicants will be subject to a criminal background check, pre-employment physical and drug/alcohol screening.

The Village of Riverside is an Equal Opportunity Employer