



## **Recreation Supervisor | Aquatics & Youth Programming**

### **Homewood Flossmoor Park District**

**Contact Name:** Mike Gianatasio

**Contact E-mail:** mgianatasio@hfparks.com

**Contact Phone:** 708-957-0300

**Closing Date:**

**Salary:** \$50,000-\$60,000

**Description:**

**APPLY TODAY:** [Click Here](#)

**GENERAL JOB DESCRIPTION:** Under the supervision and direction of the Superintendent of Recreation, the Recreation Supervisor is responsible for the planning, organization, and supervision of specific assigned recreation programs, events and facilities. The Recreation Supervisor shall act as a general assistant to the Superintendent of Recreation and shall represent him/her at meetings, workshops, conferences, and in other relationships as assigned.

#### **GENERAL AREAS OF RESPONSIBILITY INCLUDE:**

Lions Club Pool Facility Management, Training, Staffing, and Rentals. Youth Programming. Park Place Facility Management, Rentals and Staffing.

#### **PHYSICAL REQUIREMENTS:**

<b>STANDING:</b>	Frequent
<b>SITTING:</b>	Extensive
<b>WALKING:</b>	Frequent
<b>LIFTING:</b>	Occasionally lift up to 40 pounds
<b>STOOPING:</b>	Occasional
<b>REACHING:</b>	Occasional
<b>CLIMBING:</b>	Occasional
<b>VERBAL:</b>	Must be able to communicate one-on-one and in a group setting
<b>VISION:</b>	Must be able to read, write, use a computer and monitor programs
<b>OTHER:</b>	Driving is required

#### **COGNITIVE SKILLS REQUIRED:**

- Ability to read, write and organize materials
- Ability to plan, direct and supervise staff
- Ability to prioritize and organize a wide range of tasks
- Ability to work in teams and independently with all types of people
- Ability to troubleshoot, solve problems and exercise good judgement

- Ability to communicate effectively orally and in writing
- Ability to establish effective working relationships with employees, board members, vendors and the public
- Must be a self-starter willing to work with minimal supervision

#### **KNOWLEDGE AND SKILL REQUIRED:**

- Thorough understanding of the theory and philosophy of recreation
- Knowledge and ability to plan, organize and conduct creative and extensive recreation programs
- Knowledge of aquatic facility operations and management
- Knowledge of the principles of sound financial management
- Knowledge of the program budgeting process

#### **EDUCATION AND TRAINING:**

- Bachelor's degree in Recreation or other related field from an accredited college or university
- Two years or more experience in the field of recreation
- Two or more years as a lifeguard preferred
- Certified Lifeguard Trainer in StarGuard Elite or similar program preferred
- Certified Park and Recreation Professional preferred
- Working knowledge of Microsoft Office programs
- AED/CPR certified or ability to acquire within 30 days of hire
- Valid driver's license required

#### **ESSENTIAL JOB FUNCTIONS (DUTIES):**

- Initiate, plan, administer and evaluate a diversified breadth of programs and events
- Manage specific indoor and outdoor facilities as assigned
- Recruit, lead and train and supervise part-time employees and volunteers for facilities, programs and events
- Assist in the administration of Recreation programs as assigned by the Superintendent of Recreation
- Prepare budgets and monitor financial results within area of responsibility
- Establish positive relationships with community groups and agencies serving the area
- Plan and conduct training for staff and volunteers
- Work collaboratively with all departments in the Park District
- Assist with district special events
- Visit sites and facilities to monitor and evaluate programs and operations
- Additional responsibilities relating to the specific facilities, programs and events assigned to the Recreation Supervisor and that may change from time-to-time as assignments are modified
- Perform other duties and functions as directed

#### **MARGINAL FUNCTIONS:**

- Adhere to all policies and procedures outlined in the Policy and Procedure Manual, Personnel Policy Manual, and Safety Manual
- Participate in District working committees as assigned
- Represent the Park District while working with the community and other organizations
- Participate with IPRA, PDRMA, SSPRPA, SSSRA and other organizations
- Attend professional conferences and workshops

#### **HOURS:**

The Recreation Supervisor will maintain certain standard business hours, but involvement with facility management, community programs and events will require some evening, weekend and holiday

hours.