



Recreation Supervisor - Adults & Seniors

Wood Dale Park District

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Closing Date:

Salary: \$47,000 - \$52,000

Description:

Position Summary:

The Recreation Supervisor is responsible for the development, coordination, and supervision of a variety of adult and senior-focused programs, including recreational activities, day and overnight trips, events, and the Senior Club. In addition, this position will play a key role in the planning, development, and implementation of a new Senior Center, helping to shape its vision, programming, and operations to meet the evolving needs of the senior community. The Recreation Supervisor is also responsible for recruitment, hiring, training, and supervision of part-time staff within their program and service area and for the development and monitoring of the budget for their area of responsibility. This position may be assigned additional recreation areas based on organizational needs.

Hours:

General work hours are a minimum of 40 hours per week. General work hours take place Monday through Friday, but some evening and weekend hours are expected due to the nature of the programming under this position's direction.

Salary: \$47,000 - \$52,000

Work Location:

Wood Dale Park District Recreation Complex, 111 E. Foster Ave., Calvary Community Center, 107 N. Wood Dale Road, and other district facilities and program and trip locations as required.

Benefits:

Full Time

- Medical (PPO & HMO), dental and vision benefits
- Reasonable employee premiums
- District paid life insurance equal to 2 times your salary with max of \$200,000
- Voluntary life insurance option (employee paid)
- Voluntary AFLAC plans
- Pension plan through IMRF (Illinois Municipal Retirement Fund) with employee contributions of 4.5% per check and an employer contribution between 9%-15% per check.
- Voluntary 457 plan

- Paid time off - Vacation pay (5 days the first year, 10 days years 2-5), three personal days per fiscal year and one sick day per month and 9 holidays
- Employee Wellness Programs and Incentives
- Employee Assistance Program
- Recreational benefits
 - o Fitness Studio / Open Gym membership -Employee & Immediate family
 - o Pool Pass for Employee and immediate family members
 - o Dog park pass – Employee only
 - o Discounts on recreation programs & Facility rentals – Employee Only
 - o Discounts on golf greens fees & cart rentals - Employee & immediate family
 - o Discounts on Pro Shop Purchases – Employee Only
 - o One hour bay time – Employee only (1 per day)
 - o Discounts on food purchases at Salt Creek Golf Club and 390 Golf Experience – Employee Only
 - o *Immediate family is defined as spouse & dependent children – no extended family included*

Supervision:

Supervisor- Director of Recreation Services

This position supervises - Year-round and seasonal part-time employees and volunteers. The position will also cooperate with outside vendors, other park district supervisors, and contacts at trip destinations.

Essential Job Functions:

- Maintain good rapport with internal and external customers, providing exceptional customer service on a consistent basis
- Creates, implements, supervises and evaluates programs, events and trips within area of responsibility, in response to the diverse needs of the community
- Reviews and approves payroll for employees within area of responsibility and processes invoices for purchases and payments
- Chaperones in person or with subordinate staff, trips, including driving park district vehicles, when required.
- Assists with the facilitation of special events and activities as requested.
- Document and manage paper and electronic files relative to areas of responsibility
- Maintain ACTIVE files for programs within area of responsibility within recreation management software
- Manage programs and services in an efficient and organized manner, maintaining positive internal staff relationships, assessing and meeting training needs and empowering staff to problem-solve when full-time staff aren't present
- Communicate to supervisor any problems, deviations, or daily activities which may have an impact on the overall operation of the department
- Work with Marketing staff to promote programs, services, special events and registration information.
- Prepare, review and coordinate detailed budgets for review by supervisor
- Oversee the use of budget and purchasing controls throughout the department and managing the bidding process for large cost items
- Develop and maintain effective communication lines with the general community through presentation, resolution of complaints and suggestions, meeting attendance
- Conduct staff meetings and trainings as necessary
- Supervises and evaluates staff to effectively deliver upon the roles and responsibilities of the department
- Provide effective and efficient customer services and promote and maintain responsive community relations
- Adhere to the District's safety and loss prevention policies and procedures

- Provides routine training on safety, health and loss control policies and procedures to those under his/her sphere of influence and ensure compliance
- Follows and encourages safe work practices and participates in risk management activities and trainings
- Serve as a resource and liaison to other District employees, departments and governmental units
- Act as a liaison to community groups and organizations as requested
- Evaluate and recommends improvements to policies and procedures
- Serve on committees or task forces as assigned
- Attend external community meetings and functions in support of the District
- Perform related duties as assigned

Requirements / Qualifications:

- Applicant must be 21 years or older.
- A Bachelor's degree in Recreation, Parks & Leisure, or related field (or equivalent experience)
- Familiar with Microsoft Office and the ability to learn recreation software
- Must be willing to drive a 15-passenger minibus (valid driver's license required)
- Strong organizational and communication skills
- CPR/AED/First Aid certified or ability to obtain within 6 months
- CPRP preferred, but not required

Knowledge of:

- Recreation software, ActiveNet preferred
- Microsoft Office
- Program and event planning and organization
- Adult and senior programming

Ability to:

- Must be willing to drive a 15-passenger minibus (valid driver's license required)
- Ability to handle a variety of tasks/situations at one time
- Ability to be patient and courteous
- Ability to communicate both orally and in writing

Skills in:

- Organization skills and attention to detail
- Creative, strategic and analytical skills
- Customer service
- Interpersonal skills

Work Environment and 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 accommodation may be made to enable individuals with disabilities to perform the essential functions.

- Work is performed mostly in an office setting; hand-eye coordination is necessary to operate computers and various pieces of office equipment
- External work is required to supervise and work events, trips and activities, and to support programs within other areas of responsibility

- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms
- The employee is occasionally required to walk; sit; climb or balance; stoop, kneel, crouch, or crawl; and smell

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus

May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.

Interested candidates can either email resume along with salary requirements to Sandy Hlousek, Human Resources Manager at Shlousek@wdparks.org or can apply online at <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=257880&clientkey=05EB1538F9E63CC093CC2E4B1C176445> .