



Recreation Supervisor

Clarendon Hills Park District

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Closing Date: 2025-06-23

Salary: Starting Salary: \$60,000 Salary Range: \$60,000- \$75,000

Description:

JOB SUMMARY

Under the management of the Executive Director and under the supervision of the Superintendent of Recreation, the employee is responsible for the development, implementation, and evaluation of a variety of recreational programs throughout the year including but not limited to special events (district wide and one time tot events), culinary, birthday parties, senior programming, and related services.

This is a full-time position working 40 hours a week. Generally, hours are 8:30am –5:00pm Monday thru Friday. Weekends, evenings, and holiday work will be required as needed (various with the season).

QUALIFICATIONS:

A Bachelor's Degree in Recreation and a minimum of two years' experience in recreation programming. Candidate must possess organizational and supervisor skills, with practical knowledge of recreational programming. Candidate must also have a valid Illinois drivers' license.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Responsible for the planning, implementations, and evaluations of all events and programs.
- Responsible for providing a budget projections and actuals for events and programs. Evaluate effectiveness of recreational program budgets seasonally.
- Develop and implement marketing plans for all events and programs.
- Responsible for hiring, training, scheduling, evaluating, payroll & supervising staff.
- Be proficient in recreation software and processing registration, memberships, refunds and running reports.
- Maintains a current knowledge of programs and activities offered by the Park District. Help assist and answer general questions asked by the public. Ability to check on program status (open, full, cancelled, etc.).
- Receive incoming telephone calls, answer inquiries and channel messages to the appropriate personnel.
- Establish and maintain good customer service through all forms of communication.
- Physical set up and breakdown of recreational equipment including tables and chairs.
- Prepares and issues special reports to supervisor when requested.

- Perform other duties as assigned by administrative staff.

PROGRAMS

- Plans recreational programs in relationship to the Park District's residents and from the Superintendent of Recreation.
- Sets recreational program goals and objectives to the community survey, focus groups and program evaluations. as directed by the Superintendent of Recreation.
- Directs and instructs programs and events within the recreational department.
- Supervises the operation of various programs.
- Evaluates the effectiveness of all programs.
- Prepare the seasonal recreational brochure when assigned by Supervisor.
- Inspects regularly & appraises needs for improvements for recreation programs.

OFFICE DUTIES

- Proficient in Microsoft Office Applications (Word, Excel, PowerPoint, Adobe Suite, etc.)
- Experience with RecTrac or recreation software.
- Assist in general phone use.
- Assist in general registration procedures.

OTHER

- Active participation in assigned recreational programs.
- Continue educational growth and professional memberships through a variety of IPRA and PDRMA resources.
- Perform all other duties as assigned by the Executive Director.

MARGINAL ACTIVITIES

- Attends Park District meetings and prepares recreational reports to the Executive Director when requested.
- Physical set up of recreational programs and rentals when requested.
- Assist other employees of the Park District when requested.

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 safety program that is pertinent to the activities conducted by the department.
- Promptly report to Supervisor, Safety Coordinator, or member of Safety Committee all unsafe actions, practices or conditions observed.
- A Criminal Background Check will be conducted on each employee.
- Obtain & maintain AED, CPR and First Aid Training Certifications.