



Club Rec and Camp Supervisor

Lombard Park District

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Closing Date: 2025-06-27

Salary: 48,000 - \$55,000/yr (DOQ)

Description:

Job Summary:

The Club Rec and Camp Supervisor is responsible for managing recreation programs in the areas of Before and After School Care, Seasonal Day Camps, School Day Off, and Special Events. Develop and oversee age-appropriate curriculum for all levels of the Club Rec program and Day Camps. Recruit, hire, schedule, train, and manage staff for all assigned program areas. Develop, plan, and execute various special events throughout the year. Purchase and maintain an inventory of supplies and merchandise as required, within the adopted budget and guidelines. Evaluate programs along with customer and community interests and assess needs; make recommendations for improved services and/or future programs. Prepare appropriate budget, marketing, and staffing schedules and submit program reports and financial recaps as needed or required. Develop and maintain effective internal and external public relations with staff, customers, press (as needed), vendors, other agencies, and the community. Develop marketing plans, prepare accurate and appropriate program information for seasonal brochures and other public information, and conduct surveys to obtain important feedback. Utilize a strong sense of safety, promoting safe practices and reporting hazards and injuries when they arise. Perform other duties as assigned. This is an at-will position.

Qualifications:

- Bachelor's Degree required from an accredited college or university in Recreation Management or a related field.
- Minimum of two years full-time professional-related experience preferred, or an equivalent combination of education and experience.
- Previous experience with school programs and/or camps preferred.
- Strong computer skills with proficiency in MS Office and the ability to learn and utilize other systems and applications.
- Knowledge of Recreation software with experience in RecTrac a plus.
- Effective customer service and communication skills with the ability to interact with children, parents, staff and the public in verbal and written form.
- Budgeting, purchasing, and inventory management experience is also helpful.
- Strong problem-solving skills with the capacity to respond calmly and effectively in difficult or emergencies.

- Effective organizational and time management skills with the ability to assess and shift priorities as needed.
- Ability to recognize and interpret the needs of the community and organize programs/events to meet those needs.
- Capacity to work collaboratively and independently in day-to-day operations with general direction from the manager.
- Ability to work a flexible schedule, including nights and weekends as needed or assigned.
- Possess a valid IL Driver's License and provide own transportation.
- Must be CPR/First Aid/AED and Mandated Reporter certified or obtain within 3 months of hire.

Physical Considerations:

1. Prolonged sitting, standing, or walking while performing duties at workstation and running or overseeing programs/events.
2. Physical strength and manual dexterity to perform room/event set-ups and lift, move, push, or carry up to 30 pounds in material, equipment, or supplies.
3. Adequate depth, distance, and peripheral vision to work on the computer, perform equipment readings, drive, etc.
4. Adequate hearing for phone work, interacting with participants and the public, responding to alarms or other emergency communication, etc.
5. General work is indoors with controlled temperatures and fluorescent or LED lighting.
6. Some outdoor work is also required in various weather conditions, including high heat and humidity, overcast, cold, windy, etc.
7. Moderate exposure to dust, pollen, cleaning solvents, and other common environmental elements both indoors and outside.

Reports To: Program Manager- General Recreation

Department: Recreation

Type of Position: Full-time

FT Benefits Include:

Immediate enrollment in health insurance, including HMO and PPO options, Dental and Vision benefits.

District paid life insurance at two times your annual salary.

Seven paid holidays, three floating holidays, and two personal days annually.

Two weeks of vacation and ten sick days begin accruing at the start of employment.

Enrollment in the Illinois Municipal Retirement Fund for retirement and disability benefits.

Encouragement for professional development training and applicable professional membership.

Free fitness membership and discounts on other recreation programs and events.

Additional optional life insurance, deferred compensation, flex spending accounts, and related benefits.

To Apply: Please visit us at www.lombardparks.com – go to “Home” and then “Job Opportunities” to complete our online job application. Please attach a resume and cover letter.