



Recreation Supervisor

Downers Grove Park District

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Closing Date:

Salary: \$50,000-\$55,000

Description:

About Us:

The Downers Grove Park District offers quality parks, facilities, and programs for people of all ages to enjoy and explore. Home to 48 parks, a recreation center, history museum, nature center, golf course, community center, and more, there is something for everyone at the Downers Grove Park District! Learn more at dgparks.org.

The Opportunity:

The Downers Grove Park District is seeking a dynamic, creative, and experienced Recreation Supervisor to lead our early childhood programming, including the Lincoln Learning Center Preschool and preschool-age summer camps. This role also oversees art classes, private music lessons, and special events such as, but not limited to, the Whoville Holiday Bash, Summer in the Park, and Cocoa, Cookies & Crafts.

The Lincoln Learning Center Preschool serves approximately 175 children ages 2–5 and is supported by a dedicated team of over 20 part-time staff, including Lead Teachers, Teacher Aides, and support staff.

As Recreation Supervisor, you will provide leadership and guidance to part-time and seasonal Preschool Teachers, Teacher Aides, Camp Counselors, and Program Instructors, ensuring the delivery of high-quality, engaging programs.

The ideal candidate is an enthusiastic and innovative leader with excellent communication skills and a proven ability to problem-solve and adapt in a fast-paced, community-centered environment.

Benefits:

The District offers health, dental, and vision insurance; paid time off; IMRF (Illinois Municipal Retirement Fund); retirement savings plan; employee assistance; free/discounted recreation programs for employees and household family members; and a free fitness membership to 4500 Fitness.

When You'll Work:

Full-Time; 40 hours per week, with occasional evenings and weekends for programs and events.

Role Expectations:

- Oversee the development and implementation of a comprehensive range of early childhood programs, camps, art classes, music lessons and special events to meet community needs.
- Research industry trends, community demographics, and participant feedback to identify program gaps and opportunities for growth.
- Plan and coordinate all aspects of program logistics, including scheduling, staffing, facility reservations, equipment procurement, and participant registration.
- Provide guidance, training, and support to staff to ensure program, event, participant, and employee success.
- Recruit, hire, train, schedule, supervise, and evaluate part-time and seasonal staff, including 20+ part-time preschool staff, as well as camp counselors, program instructors, and event support staff.
- Lead regular staff meetings and attend district-wide meetings to keep all levels of employees within the area of supervision apprised of agency business, including opportunities for communicating operational updates, feedback, and questions
- Actively support the professional development of division staff
- Assist with meetings with parent(s) or legal guardian(s) when appropriate, regarding student behavior and progress
- Consistently provide positive conflict resolution for families, teachers, and students
- Manage program and event budgets, monitor expenditures and revenue, and adjust as needed to ensure financial responsibility and program sustainability.
- Regularly review and analyze program data (attendance, revenue, expenses, participation trends) to improve efficiency, maximize safety, and enhance overall operations.
- Oversee contracts and agreements for programs and events, ensuring proper documentation and compliance with Park District policies and insurance requirements.
- Review and maintain accurate program information in RecTrac, ensuring consistency across registration and marketing materials.
- Utilize ePACT to review and update participant medical and program forms, ensuring all safety protocols are met.
- Manage staff timecards, payroll, and employee records in collaboration with Human Resources.
- Assist with the development, coordination and execution of large-scale community events, such as Whoville Holiday Bash, Summer in the Park and Cocoa, Cookies & Crafts and new events as assigned.
- Serve as a liaison to parents and participants, ensuring high levels of customer service and engagement.
- Ensure all programs adhere to Park District safety policies, including incident reporting, emergency procedures, and risk management best practices.
- Perform other duties as assigned, contributing to the success of the Recreation Department and Park District initiatives.

About You:

- BA/BS in Early Childhood Education, Elementary Education, Recreation, or closely related field from an accredited college or university preferred. Or an Associate's degree with two years of classroom experience, or 30 Early Childhood Credit hours with 2 years of classroom experience preferred.
- At least two years of relevant experience in preschool/early childhood programming. Or any equivalent combination of education, experience, and training.
- Leadership and staff supervision experience preferred.

- Experience in budget management and program development preferred.
- Proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Experience with RecTrac, and ePACT preferred.
- Strong interpersonal, organizational, and communication skills.
- Ability to perform physical activities including lifting, standing, walking, bending, and setting up program spaces.
- CPR/AED and First Aid Certification is required (Park District will provide).
- Valid Illinois Driver's License (or ability to obtain one within three months if possessing an out-of-state license).

What Sets Us Apart:

- Supportive and friendly coworkers
- Collaborative and connected management
- Opportunity to develop problem-solving, communication, and leadership skills
- Work for a Distinguished Agency Park District

How to Apply:

Apply online at www.dgparks.org/careers-opportunities and include cover letter and resume.