



Recreation Supervisor - Athletics

Plainfield Park District

Contact Name: Maureen Nugent

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Closing Date:

Salary: Starting Pay Range \$48,000-\$55,000

Description:

Enjoy working in an environment that promotes fun and a commitment to community? Plainfield Park District is looking for a Full Time Recreation Supervisor for our growing athletics program.

The position comes with an extremely favorable employee benefits package:

100% Employer Paid Family HMO BCBS Health Insurance OR Low cost PPO BCBS

100% Employer Paid Family Dental Insurance

100% Employer Paid Life Insurance

100% Employer Paid EAP

Wellness Program- yearly participation incentive

Free/Discounted Park District Programs

Participation in the IMRF pension fund

Starting wage range is \$48,000-\$55,000

GENERAL PURPOSE:

Develop, implement, evaluate and modify customer-driven athletic programs

KEY DUTIES OF POSITION::

- Develop and instruct innovative programs for all ages, including descriptions, budgets and evaluations.
- Oversee team of staff and/or volunteers needed to ensure program area runs efficiently.
- Establish and maintain effective and cooperative relationships with contractors and outside vendors.
- Respond to inquiries and concerns from participants/parents as a representative of PPD Recreation in a timely manner.
- Evaluate programs for success based upon content, staff performance, participant evaluation and instructor comment. Assess viability of programs offered and develop new programs to meet the needs of the community within assigned program area.
- Develop and maintain practice schedules, game schedules, and rosters for all assigned athletic leagues.
- Work varying schedules and hours as required to fulfill the duties of the position, including night and weekend hours.
- Set up and take down equipment on playing fields/courts for league games

Requirements

- 3 years practical experience in recreational program area at time of hire or Bachelor's Degree in

Related Field preferred

- Ability to remain calm and focused during periods of high activity and in emergency situations, maintaining efficiency and sound judgment under pressure.
- Strong verbal and written communication and presentation skills.
- Valid Driver's License required
- Proven ability to lead, mentor, and support volunteers and participants to achieve program goals and foster a positive, collaborative environment.
- Demonstrated ability to deliver exceptional customer service to both internal teams and external clients, ensuring satisfaction and positive engagement.
- First Aid/CPR certification or ability to obtain.
- CPRP preferred