



Recreation Supervisor

O'Fallon Parks & Recreation

Contact Name: Patrick Christensen

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Closing Date:

Salary: \$61,500

Description:

POSITION OVERVIEW

This Recreation Supervisor position is responsible for the day-to-day management and operations of the O'Fallon Family Sports Park. This includes oversight of concessions, athletic field scheduling and rentals, and adult athletic programming throughout the City of O'Fallon. The role also manages front desk and concession operations at the O'Fallon Aquatic Center. Secondary responsibilities include recruiting out-of-town athletic teams for events at the Family Sports Park and marketing the facility to regional leagues and tournament organizers as a premier sports venue.

SUPERVISORY RELATIONSHIPS

This position reports to the Superintendent of Recreation and directly supervises:

- 1 full-time Recreation Coordinator
- 8-10 seasonal managers
- 60–75 seasonal concession and facility staff

It also coordinates closely with park maintenance and the grounds crew.

ESSENTIAL DUTIES & RESPONSIBILITIES

- Oversee daily operations of the O'Fallon Family Sports Park, including 10 championship baseball/softball fields, 8 turf and 4 grass soccer fields, the splash pad, and a 2.5-mile running trail.
- Manage concession stand operations across all facilities.
- Schedule and coordinate field usage, pavilion rentals, splash pad staff, and general adult recreation programs. Plan, implement, and evaluate adult athletic leagues and community special events.
- Maintain internal cash controls and ensure proper accounting procedures for concessions.
- Prepare and monitor annual budget projections, revenues, and expenditures for assigned program areas.
- Submit timely and accurate bi-weekly payroll reports.
- Develop program guide content and marketing materials for seasonal offerings.
- Hire, train, supervise, and evaluate all part-time and seasonal staff.
- Work collaboratively with other Recreation Department personnel.

- Ensure all work is performed safely and in compliance with city policies, procedures, and safety standards.

ADDITIONAL RESPONSIBILITIES

- Conduct staff orientation and training.
- Attend professional development conferences, workshops, and training sessions.
- Assist with department special events and programs
- Perform other duties as assigned by the Superintendent of Recreation.

REQUIRED KNOWLEDGE, SKILLS & ABILITIES

- Solid knowledge of food handling procedures, concession operations, CPR, and First Aid.
- Understanding of athletic field maintenance, setup, and current trends in recreational sports.
- Strong organizational and multitasking abilities to manage multiple programs and events simultaneously.
- Knowledge of parks and recreation principles, practices, and objectives.
- Excellent interpersonal skills and the ability to work effectively with staff, the public, community organizations, and other government entities.
- Ability to work independently under general supervision and demonstrate initiative.
- Strong leadership, team building, and communication skills.

QUALIFICATIONS

- Bachelor's degree in Parks & Recreation, Sports Management, or a closely related field from an accredited institution. Equivalent combinations of education, experience, and training will be considered.
- Must be able to lift at minimum 50lbs.
- Must possess a valid Illinois Class "D" driver's license.
- Must be able to obtain a Certified Food Safety Manager Certification through the National Registry of Food Safety Professionals.

WORK SCHEDULE

Full-time, 40 hours per week. This position requires availability to work nights and weekends as part of the regular schedule. Must be available for on-call responsibilities and respond to urgent needs as they arise.

BENEFITS

- \$61,500 Annual Salary
- IMRF Pension
- Cigna Medical HDHP - Individual and Family Plans
- Cigna Dental PPO
- Cigna Vision by EyeMed PPO
- Employer Covered Life Insurance
- Optional 457s Tax Deferred Payroll Deductions
- Voluntary Additional Insurance Available - AFLAC