



Recreation Supervisor Enrichment

Park District of Highland Park

Contact Name: Laurel Hall

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Closing Date:

Salary: \$64,075 - \$73,686 annually

Description:

Responsible for planning, coordinating, and supervising enrichment programs offered by the Park District, with oversight from the Recreation Manager. Responsibilities include supervision of existing programs, as well as the development of new programs. This position requires strong leadership, communication, and problem solving skills. Additionally, the Recreation Supervisor works with the Recreation Manager to foster relationships with the Highland Park community, school districts, and neighboring agencies to identify growth opportunities.

Supervisory Responsibilities

Directly supervises one performing arts coordinator and part-time employees, while also indirectly supervising several part time and seasonal employees within the Recreation Department. During the summer camp season, directly supervise part-time staff up to 80 employees. May indirectly supervise other part time and seasonal staff, as required.

Essential Job Duties

- Plans, organizes, implements, and evaluates a wide variety of Enrichment programs in multiple facilities with a variety of program topics based on community interests and needs. Programs may include dance, theater, music, STEM, life skills, school day off and after school enrichment, and seasonal workshops and events that meet during the day, after school, evenings and weekends.
- Plans, organizes, implements, and evaluates summer camp programs at multiple locations while upholding the District's camp brand and reputation; requires collaboration with all operating areas within the District.
- Seeks new recreation trends and incorporates these into programming to meet community needs and enhance participant engagement.
- Recruit, interview, hire and train employees; plan, assign, and direct work; document training, evaluate staff performance; confirm that all staff maintains appropriate certifications and licenses; reward and discipline employees; follow up on requests for information for the Recreation Manager or administrative staff; address complaints and solve problems.
- Prepare program descriptions, proof brochures and marketing materials, and coordinate with marketing staff to promote programs effectively.

- Utilize Rec Trac or current software to book facility space, register participants, and manage schedules.
- Assist with the preparation of an annual budget, including fee recommendations for areas of responsibility, and supervise the expenditure of funds.
- Actively respond to customer inquiries, concerns, and complaints.
- Volunteer at special events, fundraisers, and other community functions.
- Fosters relationships with school districts, enrichment partners, adult education partners, and families to expand current participation and develop innovative offerings.
- Works with Recreation Manager and other Recreation staff on department special events including but not limited to July 4th Festival, Winter event and Egg Hunts.
- Maintains an onsite presence during programs to understand and respond to customer needs effectively.
- Instruct programs as needed.
- Ensure programs follow all applicable safety protocols and policies.
- Prepare and maintain records of accidents, incidents, and other safety related reports.
- Actively participate in camp committee to support program planning and operations. Staff may be asked to take on responsibility to serve as chair or co-chair of the committee.
- Assists the Recreation Manager in creating and implementing Districtwide camp training that meets all legal, safety, and customer focused requirements.
- Recruit, interview, hire and train employees; plan, assign, and direct work; document training, evaluate staff performance; confirm that all staff maintains appropriate certifications and licenses; reward and discipline employees; follow up on requests for information for the Recreation Manager or administrative staff; address complaints and solve problems.
- Directly supervise a part-time staff of 5 to 80 employees, depending on the season. May indirectly supervise other parttime and seasonal staff, as required.
- Assists with the preparation of an annual budget, including fee and expense recommendations for areas of responsibility based on prior data and future outlook; monitors revenues and expenditures once the annual budget is approved by the Board of Park Commissioners.
- Assists with creating reports related to budget management and uses this data to guide decision making and future planning.
- Maintains and processes all requests, forms, and processes related to billing and purchasing.
- Develops program content for seasonal brochures; updates website content and other written communication to be disseminated by the Communications & Marketing team.
- Implements proactive strategies to support behavior management as it relates to patrons and staff.
- Follows established customer service standards to ensure customer complaints and/or concerns are properly addressed.
- Professionally communicates in person, over the phone, and via email in a timely fashion to cultivate high quality programs and customer relations.
- Records and interprets all reports, surveys, and participant data to evaluate applicable programming areas.
- Manages the inventory, purchasing, supplies, and equipment used in areas of responsibility.
- Performs other duties as assigned.

Education and Experience

Bachelor's degree from a four-year college or university and at least two (2) years of related experience in a professional capacity, or an equivalent combination of education and experience is required. Experience with managing others is required. Related professional certification is preferred.

Certificates, Licenses, Registrations

- American Red Cross CPR/AED certification

- Valid driver's license
- Related field certification
- Proficient with Microsoft Office Suite

Classification: Full-time, Exempt

Physical Requirements: The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. While performing the duties of this Job, the employee is regularly required to talk or hear. The employee is frequently required to sit; stand; walk and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Working Conditions: While performing the duties of this job, the employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts and fumes or airborne particles, toxic or caustic chemicals, outside weather conditions and risk of electrical shock. The noise level in the work environment is usually moderate.

Benefits: The Park District of Highland Park offers the following comprehensive benefits package:

- Medical Insurance (Blue Cross Blue Shield HMO or PPO)
- Dental Insurance
- Vision Insurance
- Company Paid Group Term Life Insurance
- Voluntary Supplemental Life Insurance
- Pension/Benefit Plan (IMRF)
- Deferred Compensation Plans
- Flexible Spending Accounts (Health and Dependent Care)
- Eight (8) Paid Federal Holidays
- Paid Vacation
- Two (2) Floating Holidays
- Twelve (12) Paid Sick Days
- Incentivized Wellness Program
- Health & Fitness Membership
- Outdoor Pool Membership and Seasonal Beach Access
- Program and Facility Discounts on a variety of recreational activities including Golf, Raquet Sports, and Ice Skating.

The Park District of Highland Park is an equal opportunity employer.

Apply at

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=105062&clientkey=315B3AF80DDEE71A200E9AE10728AA6C>