



Environmental Education Supervisor

Fox Valley Park District

Contact Name: Christy Graser

Contact E-mail: cgraser@fvpd.net

Contact Phone: 630-299-5198

Closing Date: 2025-09-01

Salary: \$57,600 - \$70,848 DOQ

Description:

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery, and North Aurora, the District maintains 171 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. connected by the Fox River, our communities are tied together with the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District....Where Fun Begins!

JOB SUMMARY

Under the direction and supervision of the Red Oak Facility Manager, the Environmental Education Supervisor is responsible for all programming at Red Oak including the Nature Center and The Wilds, to include schools, scouts, brochure and family programs. Duties include but not limited to; planning, training and scheduling of environmental program staff, facility/program bookings, purchasing, summer camp management, development and implementation of field study programs, programming of environmental education labs, and other services associated with Red Oak. The Environmental Education Supervisor will lead curriculum development, financial reports and evaluation/analysis as related to programs, research regarding potential programs and assisting with reporting and correspondence as needed. To support this, they are also responsible for managing part-time programming staff, customer service, assist in scheduling groups and facility rentals, front desk staff and with daily operations of Red Oak. The Environmental Education Supervisor will serve as the Facility Manager in their absence. This is an at-will position.

EDUCATION, EXPERIENCE AND TRAINING

Bachelor's degree in Recreation, Natural or Environmental Science or related field is required with three years related experience and training; and/or equivalent combination of education and experience. Previous experience supervising and scheduling staff required. Experience and understanding of park and recreation administration, supervision, personnel procedures, safety and program planning is required. A strong interest in natural history with a commitment to the environment is essential. Effective leadership skills with strong facilitation/presentation skills required.

Enthusiastic, friendly and prior experience working with children required. Excellent customer service skills with strong communication skills in both verbal and written format. Excellent organizational and time management skills with attention to detail and strong analytical ability. Experience with budget management and generating revenue is preferred. Strong computer skills in MS Office Suite and database applications with the ability to learn other systems. Experience with RecTrac Recreation/Registration software preferred. Certified Interpretive Guide and/or Certified Parks & Recreation Professional a plus. Previous cash handling experience preferred. First Aid, CPR/AED certification preferred or ability to obtain within one month of hire. Must have a valid Illinois driver's license and provide own transportation.

Interested applicants should apply online at: <https://www.foxvalleyparkdistrict.org/about-us/employment/>