



Youth Program Supervisor

Mt. Prospect Park District

Contact Name: Mary Kiaupa

Contact E-mail: mkiaupa@mppd.org

Contact Phone: 847-255-5380

Closing Date:

Salary: \$47,676 - \$56,000 plus full-time benefits

Description:

Incorporated in 1955 and encompassing more than 454 acres, the Mt. Prospect Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming. The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities.

We are searching for a Full-Time Youth Program Supervisor. The Youth Program Supervisor is responsible for the overall planning, coordination, and supervision of the District's youth programs, including seasonal break camps (summer, spring, and winter), KidsKlub before and after school program, youth contracted classes, and a variety of special events.

The FT Youth Program Supervisor must hold a valid driver's license and be able to successfully pass a criminal background check and pre-employment physical with a drug screen. The target salary range for our Full-Time Youth Program Supervisor is \$47,676 to \$56,000, annualized and based on qualifications. Plus, we offer a generous benefits package including Blue Cross Blue Shield health insurance (or health insurance opt out payment), employer paid HRA benefits, employer paid premiums for Principal dental insurance, IMRF pension benefits (Illinois Municipal Retirement Fund), employer paid premiums for Principal short-term disability, life insurance and AD&D, VSP-vision discount program, Principal 457 deferred compensation savings plan, cell phone stipend, paid time off, employee training and park district facility discounts and usage benefits.

The Youth Program Supervisor oversees program operations from concept to completion, ensuring high-quality recreational experiences that are safe, engaging, and developmentally appropriate for participants. Key responsibilities include supervising and mentoring staff, managing registration and billing processes, overseeing purchasing and scheduling, preparing payroll, and performing related administrative duties. The Youth Program Supervisor plays a vital role in fostering positive relationships with participants, families, and community partners while upholding the mission and values of the Park District.

Please follow this link for a full job description including essential duties and qualifications and to apply for this position: <https://recruiting.paylocity.com/Recruiting/Jobs/Details/3521937>