



## **Nature Center Recreation Supervisor**

### **Crystal Lake Park District**

**Contact Name:** Rocio Arreola-Escutia

**Contact E-mail:** rescutia@crystallakeparks.org

**Contact Phone:** 815-459-0680

**Closing Date:**

**Salary:** \$49,000-\$61,000 DOQ

#### **Description:**

To apply click [here](#).

Do you have a passion for connecting people with nature and inspiring the community through outdoor recreation and environmental education? The Crystal Lake Park District is seeking a dedicated **Nature Center Recreation Supervisor** to lead, design, and grow engaging programs and events at our Nature Center.

Schedule: Tuesday-Saturday, hours vary

#### **What You'll Do**

As the **Nature Center Recreation Supervisor**, you'll play a key role in planning, coordinating, and overseeing a variety of nature-based recreation programs and special events. You'll manage daily operations, supervise part-time staff and volunteers, and ensure programs meet the needs of our community.

#### **Your work will include:**

- Developing and delivering innovative, fun, and educational nature and environmental programs for all ages.
- Coordinating seasonal programs, school field trips, private events, and birthday parties.
- Recruiting, training, and mentoring part-time staff and volunteers.
- Managing program logistics, budgets, and evaluations to ensure high-quality service.
- Collaborating with Marketing on promotional content for seasonal brochures, flyers, and social media.
- Representing the Nature Center and Park District in community outreach and partnerships.

#### **What We're Looking For**

- **Education & Experience:**
  - Bachelor's Degree in Recreation, Biological Science, Natural Resources Management, or related field (required).
  - 2+ years of experience in recreation programming or environmental education within a community agency or public organization (preferred).

- **Certifications:**
  - CPR/AED preferred or willing to obtain; CPRP preferred.
- **Skills & Abilities:**
  - Strong background in recreation programming, environmental education, and staff/volunteer management.
  - Excellent communication, organizational, and customer service skills.
  - Ability to work evenings, weekends, and holidays as needed.
  - Proficiency in Microsoft Office and recreation registration software.
- **Other Requirements:**
  - Valid driver's license and vehicle insurance.

#### Physical & Working Environment

- Regular outdoor work in varying weather conditions (heat, cold, rain, snow).
- Ability to lift up to 50 lbs.
- Exposure to natural elements (pollen, dust, animal dander).

#### Why Join Us?

At the Crystal Lake Park District, you'll be part of a team committed to making a difference in our community through recreation and environmental stewardship. This role offers a unique opportunity to inspire the next generation of nature lovers while developing programs that enrich lives and foster connections.

Be the leader who inspires curiosity, connection, and care for the natural world. Apply today and help us grow our Nature Center programming!

Crystal Lake Park District is an Equal Opportunity Employer.

#### Benefits Outline