



Recreation Supervisor – Special Recreation

Freeport Park District

Contact Name: Ian Booker

Contact E-mail: ibooker@freeportparkdistrict.org

Contact Phone: 815-801-8705

Closing Date:

Salary: \$40,000–\$50,000

Description:

General Description

The Freeport Park District is seeking a highly motivated and detail-oriented Recreation Supervisor to join our team. This position plays a key role in overseeing both general and special recreation programming and events. If you are a collaborative professional with a passion for public service, we encourage you to apply!

Our Mission

The mission of the Freeport Park District is to promote the use of recreation in generating an exciting, dynamic quality of life by providing the highest quality facilities and programs to meet the ever-changing needs and interests of all ages and abilities. The Park District will preserve and protect land and resources for the enrichment of the community and future generations.

Job Responsibilities

- Plan, organize, and manage a broad range of recreation programs, activities, and facilities, including but not limited to special events, aquatics, athletics, special recreation, safety, outdoor recreation, bus trips, senior, adult, and youth activities.
- Oversee programs for individuals with disabilities, including Special Olympics, and facilitate their inclusion into general programming.
- Provide inclusion support and reasonable modifications to ensure equal access for all participants.
- Directly lead and support Special Olympics practices and events, engaging with athletes, coaches and volunteers.
- Recruit, train, supervise, and evaluate staff and volunteers.
- Plan and manage community and special events in collaboration with partners.
- Work with Marketing to promote and communicate the Freeport Park District's program offerings.
- Monitor program revenues and expenditures to ensure budget compliance.
- Oversee program registration and manage ADA-required assistance.
- Maintain accurate medical forms and attendance records.
- Serve as the Freeport Park District ADA Compliance Officer.
- Represent the District on the Northlands Association of Special Recreation (NASR) Council.

- Evaluate programs through feedback and attendance analysis.
- Develop new and innovative programs for assigned areas of responsibility.
- Prepare program budgets in accordance with Park District guidelines.
- Submit weekly board reports.
- Ability to work a flexible schedule, including evenings and weekend as needed.

Qualifications

- Bachelor's degree in Recreation and Parks Administration, Therapeutic Recreation or a related field.
- Experience in recreation programming, special event coordination, athletics, aquatics, or facility management preferred.
- Experience working with people with disabilities required.
- Desired certifications:
 - Certified Park and Recreation Professional (CPRP)
 - Certified Therapeutic Recreation Specialist (CTRS)
 - American Red Cross Lifeguard instructor/trainer
 - *Or willingness to obtain upon employment:*

Compensation and Benefits

- Starting Annual Salary: \$40,000–\$50,000
- Comprehensive benefits package, including health insurance, retirement plan, and paid time off.

How to Apply

Interested candidates should fill out and submit the online application at:

<https://freeportparkdistrict.org/job-application/>

Applications will be accepted until the position is filled.

The Freeport Park District is an Equal Opportunity Employer.

At the Freeport Park District we celebrate diversity and are committed to creating a welcoming environment for all employees. We encourage individuals of all backgrounds to apply.