



Recreation Supervisor

Park District of La Grange

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Closing Date:

Salary: \$50,000 - \$55,000, DOQ

Description:

GENERAL PURPOSE:

The Recreation Supervisor is responsible for the management and administration of assigned recreation programs, including trips, adult, and senior programming, summer day camp sites, special events, and related services. Additionally, this position is responsible for the recruitment, hiring, and training of the Before & After School program staff, in collaboration with BASE & Camp Supervisor. The position supports the development of the department budget and operates under the overall goals and policies approved by the Executive Director and Board of Directors. This position requires a high level of autonomy and accountability in delivering safe, engaging, and inclusive recreational experiences while meeting program, personnel, and financial goals.

QUALIFICATIONS:

- Bachelor's degree in recreation or related field preferred
- 3–5 years of experience in recreational programming or equivalent
- Strong written and verbal communication skills
- Proficient in Microsoft Office and recreation management software
- CPR and First Aid Certification (within 90 days of hire)
- Valid Illinois Driver's License

ESSENTIAL DUTIES:

Program Operations:

- Plans and administers assigned programs in accordance with district policies and objectives
- Supervises Recreation Center operations, when applicable
- Monitors participants and staff to ensure compliance with safety standards
- Oversees assigned program areas and evaluates program effectiveness
- Plans and coordinates seasonal offerings, enters program data into registration software, and develops new programs each season
- Prepares required reports, board summaries, and program performance updates
- Provides content for program guides and promotional materials
- Gathers and implements public feedback to enhance program quality
- Maintains required records and documentation
- Makes long-term recommendations for facility improvements or replacements

- Operates a 15-passenger bus for programming as needed

Personnel Management:

- Supervises part-time staff and volunteers for assigned programs
- Recruits, interviews, trains, and evaluates staff and volunteers
- Provides direction, guidance, and training to support staff effectiveness
- Oversees contractual instructors for assigned program areas
- Ensures compliance with district HR policies and labor standards
- Maintains and submits payroll records for assigned staff
- Develops procedural manuals and operational guidelines as needed

Fiscal Management:

- Assists in developing program budgets and long-range financial plans
- Monitors program financials and ensure adherence to approved budgets
- Prepares fiscal reports and quarterly updates
- Processes vendor payments and receipts
- Works with marketing to support sponsorship opportunities for programs and events

Customer Service:

- Engages with patrons and community members to build positive relationships
- Evaluates programs using customer feedback and recommends improvements
- Supports the Director of Recreation with input on services and offerings
- Trains staff to deliver excellent customer service
- Maintains strong working relationships across departments and with the public

Other Duties and Responsibilities:

- Serves on internal committees and task forces as assigned
- Attends trainings and conferences to stay current in the field
- Assists with emergency protocols and facility evacuations
- Responds to problems and emergencies in a professional manner
- Performs other duties as assigned

Benefits

- Defined contribution medical insurance plan (2 plan options, Employee 100% Paid)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF
- Vacation days, personal days, sick leave, floating holidays, and 10 paid holidays
- Paid bereavement leave
- Employee Assistance Program (EAP)
- Employee wellness program
- Deferred compensation programs (Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization (AFLAC)
- Free Individual La Grange Fitness Membership
- Free/discounted District programs
- Professional organizational membership
- Employee social activities

To apply, complete application and submit resume and cover letter at

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=467314&clientkey=B92F750363D59632C8640E19294B6519>