



Recreation Supervisor

Village of Riverside

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Closing Date:

Salary: +/- \$59,000 DOE, salary range of \$50,453.41 - \$72,615.63

Description:

The Riverside Parks and Recreation Department's Recreation Supervisor will report directly to the Program Coordinator and Director. This is a Full-Time position requiring a minimum of 40 hours of work per week, with hours extended to some nights and weekends. A Bachelor's Degree in Parks & Recreation Management, Education or any other related field is preferred as well as previous work experience in recreation, youth programming and/or education. This position will directly oversee and coordinate our Before & After School Program, School Days Off, and Summer Camps. This is to include developing all aspects of responsibilities including but not limited to; creating evaluations for all programs and facilities, packaging, securing, and providing all written and verbal meetings and correspondence with potential organizations. This position will also assist with miscellaneous youth programming and various community Special Events. The Recreation Supervisor will be responsible for production of program newsletters as well as marketing materials for Before & After School, School Days Off and Summer Camp. Recreation Supervisor must demonstrate proficiency in word, processing, and spreadsheets, and possess good public relations skills to communicate effectively, both verbally and in writing. The Recreation Supervisor must have knowledge of or be willing to learn RecTrac and WebTrac systems.

Essential Duties and Responsibilities

Essential functions as defined under the Americans with Disabilities Act (ADA) may include any of the following representative duties, knowledge and skills. This list is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions and duties performed by incumbents within this classification. Incumbents are required to be in attendance and prepared to begin work at their assigned work location on specified days and hours. Factors such as regular attendance on the job are not routinely listed in the job descriptions, but are an essential function.

Essential duties and responsibilities may include, but are not limited to, the following

- Coordinates Before & After School Program and affiliated responsibilities including but not limited to: registration and administration practices, staffing and staff management, activities, and plans
- Active supervisor of the program onsite, leading by example, and instructing staff for best practices
- Oversees Before & After School and Summer Camp staff

- Coordinates Summer Camp program and affiliated responsibilities including but not limited to: registration and administration practices, staffing and staff management, activities, field trips, and plans
- Ensures program is properly prepared, acquiring proper supplies and providing manuals and policies for a safe environment and space
- Coordinates and support youth programs throughout the year included but not limited to youth classes and trips
- Oversees the recruitment, hiring, training, scheduling, evaluating and supervision of various part-time recreation staff, site supervisors and volunteers as necessary.
- Prepares, submits and maintains fiscal year budgets for each program assigned.
- Acts as support at events for the department and provides coordination when directed
- Performs other duties as assigned.

Desired Qualifications

- Bachelor's Degree in Parks & Recreation Management, Education, or related field
- At least 1-2 years' experience in Parks & Recreation/Youth Programming/Early Education field
- Ability to exercise good judgement when making decisions in regards to staff and programs, in accordance to village policy
- Must pass CPR/First Aid Certification – provided by RPRD
- Must be able to participate in a variety of physical activities requiring energetic enthusiasm
- Demonstrates appropriate behavior at all times.
- Knowledge/experience in an assortment of sports and activities
- Excellent Character, integrity and adaptability.
- Exhibits dependability, punctuality, teamwork, self-control and enthusiasm
- Possesses good leadership abilities and responsibility
- Working knowledge of Microsoft Office applications

Preferred Qualifications

- Valid Driver's License to assist in transportation of children in village vehicle
- State of Illinois Driver's Abstract (required if driving a village vehicle)

Hours of Work

Hours vary based on program needs. Typical work-week hours of 8:30 AM – 5:00 PM Monday - Friday. Program hours between 6:15 AM – 6:00 PM may require occasional morning and evening hours. Additional occasional night and weekend hours will be assigned as needed.

Work Location

Office location of 43 E. Quincy St. May be assigned to work programs, events, etc. at various locations within community.

Contact with Others

Position involves extensive internal/external contacts, acting as a public relations agent for Department and Village.

Working Considerations

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is occasionally required to stand; walk; use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; talk or hear; and smell.
- The employee must occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- While performing the duties of this job, the employee regularly works in outside weather conditions.

Selection Considerations

Formal application, rating of education and experience; oral interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Position description can be changed by the Village Manager at any time.