



## **Recreation Supervisor**

Carol Stream Park District

**Contact Name:** Kimberly Weigel

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**Closing Date:**

**Salary:** \$50,000 - \$60,000 per year

### **Description:**

#### **Salary & Benefits**

- \$50,000 - \$60,000 per year
- Full benefits package including health insurance, IMRF pension, paid time off (10 vacation days, 10 sick days, 3 personal days, and 13 holidays), program discounts, and complimentary Fitness Center and Coral Cove Water Park memberships for you and your immediate family.

### **Hours**

- 40 hours a week, salaried. A combination of weekdays, nights, and weekends dependent on the needs of your areas of responsibility.

### **Position Summary**

- The Recreation Supervisor is responsible for the development and management of summer camps, Days Off Club, adult trips, and the Before & After Care program.

### **Essential Job Functions**

- Develop, supervise, and evaluate summer camps, Days Off Club, adult day and overnight trips, and Before & After Care.
- Research and implement creative programming, including trips, events, and theme days.
- Assist with Before & After Care oversight, including daily site visits, hands-on staff training and directive, activity planning, and supply organization.
- Recruit, train, schedule, supervise, and evaluate staff. Effectively disseminate procedures and expectations, provide on-going training for continued staff development, and share direct feedback to staff on their performance.
- Maintain an active management approach with regular presence in program areas, including Days Off Club dates during CCSD93 non-attendance days.
- Develop content for seasonal program guides, newsletters, general marketing collateral, and social media. Initiate creative marketing plans to increase enrollment.
- Ensure high quality programs and services by researching trends and innovations within the industry.
- Continuously review and improve procedures to maximize safety and efficiencies.

- Develop, maintain, and maximize program budgets; analyze and prepare financial reports, negotiate pricing to control costs, manage supply inventories, make purchases, and process payments.
- Promote excellent customer service with participants, parents, and contractors.

### **Qualifications**

- Bachelor's Degree in Recreation or related field preferred.
- Minimum of two years related programmatic and supervisory experience, or an equivalent combination of education and experience preferred.
- Knowledge of child care programming is preferred.
- Experience with program development and the ability to analyze data and success rates for planning purposes.
- Strong leadership, organizational skills, and creativity.
- Detail-oriented with the ability to multi-task and problem-solve with minimal direction.
- Strong written and verbal communication skills.
- Able to interact and collaborate with all levels of employees and external agencies.
- Experience with budget management.
- Experience with computer, office, and recreational equipment.
- Proficiency with Microsoft Office. Usage of ActiveNet registration software, Incode accounting software, and TimePro payroll software, WhenToWork scheduling, Constant Contact digital marketing, and WordPress website management.
- Must successfully pass a post offer drug test, drivers abstract, and background check.

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