



Recreation Supervisor

Woodridge Park District

Contact Name: Connie Curry

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Closing Date:

Salary: \$51,029.00-\$76,543.00 Depending on Qualifications

Description:

Job Summary

The Recreation Supervisor is responsible for all administration of recreational activities and programs, with a primary focus on Kidz Squad, Adventure and Trek & Travel Camp, Winter Camp, and Before & After Care Camps.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily and demonstrate the District's core competencies consisting of financial accountability, integrity/ethics, job knowledge, interpersonal skills, policies & procedures compliance, work quality, risk management/safety, District/Department vision and values, adaptability/flexibility, dependability, teamwork, and productivity.

- **Essential Duties-**

- Plan, administer, and promote recreation programs, events, trips, and services.
- Act as agency liaison to advisory committees as assigned.
- Assume responsibility for the entire operation and supervision of the programming areas assigned including: planning, organizing, making coordinating arrangements, preparing schedules and regulations, instructing personnel if applicable, recruiting volunteers if needed, and implementing each individual program.
- Program development and assessment, brochure development, budget, record keeping, and requested reporting for assigned programs.
- Introduce new ideas, update old activities, and make recommendations for improvement of programs.
- Recruit, interview, train, supervise, and evaluate selected individuals for seasonal job openings as applicable to assigned programming.
- Purchase all related program materials and equipment.
- Review and approve payroll and time records for employees of assigned program areas.
- Maintain required records of activities, services and personnel (if applicable).
- Prepare and issue news releases, information bulletins, special announcements, posters or other special publicity items with the Public Relations/Marketing department.

- **Customer Service-**
 - Effectively communicate important information including but not limited to accidents, safety concerns, maintenance issues, program and resource concerns as needed.
 - Monitor health of all participants; be aware and prepared to deal with emergency health issues in accordance with Park District policies. Special sanitation procedures are to be taken in the event of some illnesses.
- **Initiative-**
 - Tackle problems and take independent action, seek out new responsibilities, act on opportunities, generate new ideas, and practice self-development.
 - Promote safety programs with program participants and staff.
 - Perform other duties as assigned.
- **Listening Skills-**
 - Listen attentively to others, ask clarifying questions, actively listen, stay open to other viewpoints, manage distractions and interruptions.
- **Personal organization-**
 - Keep information organized and accessible, maintain clean/functional work space, work systematically and efficiently, manage time well.
- **Technical Skills-**
 - Understand specialty equipment, keep knowledge up-to-date, be a technical resource for others, follow technology practices and standards.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and demonstrate the competencies listed above in addition to the following:

- Minimum of one year of proven successful and progressive experience in the field of recreation.
- Excellent verbal and written communication skills.
- Knowledge of computer software programs including Microsoft Office, Recreation software, and the Internet.
- Ability to work effectively with the general public, cooperating agencies, businesses, organizations, civic groups, and park district employees.
- Ability to read, understand, remember, and interpret routine documents such as safety rules as well as communicate information therein.
- Ability to write routine reports and correspondences and to speak effectively before groups of participants or employees of the organization.
- Ability to understand, remember, and apply common sense to carry out instructions furnished in written, oral or diagram form.
- Ability to identify and respond quickly to emergency situations.
- Ability to effectively problem solve and adapt to change.

Education & Training

- Minimum of a Bachelor of Science degree in recreation, leisure services, or related field.

Certificates, Licenses, Registrations

- Certified Park & Recreation Professional preferred
- Valid Illinois driver's license.
- Obtain and maintain first-aid certification.
- Obtain and maintain adult CPR/AED certification.

Working Conditions

- Subject to outside environmental conditions which may include varying weather conditions.

- Subject to inside environmental conditions.

Special Considerations

- Requires a flexible work schedule which may include days, nights and weekends based on programming.

To apply please copy this to your web browser:

<https://www.paycomonline.net/v4/ats/web.php/portal/5B8237E265A8F604D9F7D6B514B96B92/jobs/240011> or go to www.woodridgeparks.org and click on job opportunities.