



## **Recreation Supervisor**

### **Woodridge Park District**

**Contact Name:** Connie Curry

**Contact E-mail:** ccurry@woodridgeparks.org

**Contact Phone:** 630-353-3327

**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](http://www.woodridgeparks.org) and click on job opportunities.