



Recreation Supervisor

New Lenox Community Park District

Contact Name: Kelly Matson

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Closing Date:

Salary: 49,206.56 +experience

Description:

Job Description

Under the supervision of the Deputy Director of Recreation, the Recreation Supervisor is responsible for the coordination and evaluation of specific recreational programs and special events. They will provide direction and assistance to the support staff to ensure that these programs are run effectively and efficiently in order to aid the Director of Recreation to successfully reach the goals and objectives of the Recreation Department.

Qualifications

Must be able to uphold and enforce Park District Policies and Procedures, be able to provide work direction and supervision and have a comprehensive understanding of inventory control and budgeting. Bachelor's Degree in Recreation or related field or 5 years' experience in recreation is required. Possess or working toward CPRP certification and able to maintain professional development credits to meet national requirements. Illustrate a general knowledge of computer systems and be proficient in registration software. This position also requires CPR, AED, and First Aid certification. Upon hiring, BASSET Certification and Food Protection Manager Certification is required.

Primary Responsibilities

This person's duties shall include, but not be limited to:

1. Programs:

Responsible for researching, developing, organizing, maintaining, promoting, staffing, cost accounting and coordinating of designated programs. This includes text production for the catalog and system data entry

Develops program surveys for designated areas/programs

Responsible for organizing, staffing and cost accounting of all district-wide concession stands and splash pads

Oversees daily program operations

Purchases supplies for all designated programs

Compiles and distributes monthly concession staff schedules

2.Special Events:

Plan, coordinate, and execute district-wide special events from concept
Develop event timelines and staffing
Coordinate with internal departments, vendors, sponsors, and community partners
Oversees event setup, operations, and breakdown
Monitor event budgets and ensure cost control
Evaluate event outcomes and provide recommendations for improvement

3.Registration and Square Point of Sale Systems:

Program maintenance: ensures information is current and accurate
Responsible for initiating reports for refunds, credits and transfers pertaining to designated programs
Responsible for maintaining item listings and reports for Square Point of Sale system

4.Assistant:

To the Deputy Director of Recreation for training, special projects, and general office support

5.Liaison:

Communicates information regarding licensing between state and local officials and the contracted vendors

6.Budget:

Forecasts, monitors, and stays within strict budget guidelines for specific line items

7.Staff Supervision/Training:

Interviews, hires, and supervises recreation leaders and support staff for designated programs
Provides appropriate training for recreation leaders and support staff for designated programs and rentals
Provides guidance and training for Enterprise and custodial staff

8.Payroll:

Oversees and approves bi-weekly payroll for Recreation staff

9.Monthly Reporting:

End of Month Reports
Assists the Director of Recreation with information for Board Reports

10.Other Duties:

Clerical support as needed

Secondary Responsibilities

- 1.Back-up functions to other Recreation Supervisor(s)
- 2.Back-up functions to the Deputy Director of Recreation

HOW TO APPLY:

<https://www.applitrack.com/newlenoxparks/onlineapp/jobpostings/view.asp?category=Recreation&AppliTrackJobId=374&AppliTrackLayoutMode=detail&AppliTrackViewPosting=1>