



## **Full Time Recreation Supervisor**

### **Fox Valley Park District**

**Contact Name:** Lynn Piotrowski

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**Closing Date:** 2026-03-15

**Salary:** \$57,600 - \$72,864 DOQ

#### **Description:**

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery, and North Aurora, the District maintains 172 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. connected by the Fox River, our communities are tied together by the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District....Where Fun Begins!

#### **JOB SUMMARY**

Under the direction and supervision of the Facility Manager, the Recreation Supervisor is responsible for developing, planning, budgeting, organizing, publicizing, staffing, training, scheduling and safety of active adult programs, trips, general programming, birthday parties, special events, and camps to meet the needs of our customers and the community. The Supervisor is responsible for providing financial reports and evaluation/analysis as related to programs, research regarding potential programs and any correspondence needed. Other duties include but are not limited to updating brochures, public relations including news releases, program and facility management, purchasing, class instruction, staff training, manager on duty responsibilities and other duties as assigned. This is an at-will position.

#### **QUALIFICATIONS**

Bachelor's degree in Recreation or related field and at least three years related experience and/or training. Previous supervisory experience overseeing various programs including active adults, trips, camps and events is required. Experience and understanding of park and recreation administration, supervision, parent communications, personnel procedures, safety and program budgeting and planning is required. Excellent customer service skills with strong communication skills in both verbal and written format. Proficient computer skills in MS Office Suite with aptitude to learn other applications. Strong computer skills in MS Office Suite required with knowledge of RecTrac Recreation software preferred. Must be CPR and First Aid Certified or able to attain this certification within 3 months of hire. Must have a valid IL driver's license and provide own transportation.

Interested applicants should apply online at: <https://www.foxvalleyparkdistrict.org/about-us/employment/>