



## **Recreation Supervisor**

### **Bensenville Park District**

**Contact Name:** Evelyn Struck

**Contact E-mail:** evelyn@bvilleparks.org

**Contact Phone:** 630-238-4923

**Closing Date:**

**Salary:** 49,000.00-65,000.00

#### **Description:**

##### **DESCRIPTION**

Under the direction and supervision of the Superintendent of Recreation, the Recreation Supervisor is responsible for the development, implementation, and management of a variety of recreational programs.

##### **DUTIES AND ESSENTIAL JOB FUNCTIONS**

- Design, plan, implement and evaluate innovative programs and events that align with community needs.
- Ability to communicate effectively with other team members, participants, and parents to build healthy relationships and encourage participation in programs.
- Some programs may require overnight stays.
- Ability to contribute to a positive work team environment.
- Ability to prepare, manage, and follow a budget.
- Ability to lead and support other team members in special events.
- Responsible for recruiting, hiring, and training subordinate staff.
- Maintain work, program, and storage spaces, in an organized and clean environment.
- Maintain the upkeep, and inventory of program equipment.
- Attend department meetings and prepare monthly board reports.
- Possess the ability to manage conflicts and problem solve concerns in an appropriate and timely manner.
- Respond to customer inquiries in a professional and timely manner, preferably within 24 hours.

##### **QUALIFICATIONS**

- A bachelor's degree in Recreation or the equivalent experience in recreational programs and events.
- Minimum of 2 years of experience in recreational programming and events.
- Certified in CPR/AED or the ability to acquire within 6 months (offered at park district)
- Must be energetic, have a positive attitude and be encouraging.
- Proven excellence in customer service skills.
- Must have a valid Illinois Driver's License.
- Commercial Driver's License (CDL) or the ability to acquire within 6 months of employment.

- Must be able to lift 50 lbs.

**JOB STATUS** Full time

**DEPARTMENT** Recreation

**FSLA STATUS** Exempt

**SALARY** \$49,000-\$65,000

**HOURS** Hours vary and depend on scheduled programs and events.

**HOW TO APPLY** Qualified applicants may submit application and resume to Join Our Team - Bensenville Park District ([bvilleparks.org](http://bvilleparks.org))

THE BENSENVILLE PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualification and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. Office is located at 1000 W. Wood St., Bensenville, IL. [BvilleParks.org](http://BvilleParks.org).