



## Recreation Supervisor

### Village of Algonquin

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**Closing Date:**

**Salary:** Starting at \$23-\$25 per hour

#### **Description:**

**HIRING RANGE:** \$23.00 - \$25.00/hour, depending on qualifications (DOQ)

**HOURS PER WEEK:** This position averages 25 hours per week, typically Monday through Friday between 8:00a and 5:00p. Evening and weekend hours may also be required during peak programming season (April-October) to support special events, programs, athletic tournaments and facility rentals.

**BENEFITS:** The Village of Algonquin offers part-time staff participation in the Illinois Municipal Retirement Fund (IMRF) defined benefit pension plan, access to a 457(b) deferred compensation plan, paid holidays in accordance with the Personnel Policy Manual, and additional benefits.

#### **POSITION OVERVIEW:**

We are seeking a dynamic and enthusiastic recreation professional to join our team as a part-time Recreation Supervisor. This role focuses on planning, coordinating, and enhancing a variety of programs, events, and facility rentals that serve our community.

The ideal candidate is creative, organized, and passionate about delivering high-quality recreation experiences. If you enjoy bringing fresh ideas to life and making a positive impact, we invite you to apply and help enrich the Algonquin community.

#### **KEY RESPONSIBILITIES:**

- Plan, develop, implement, and evaluate innovative recreation programs that respond to community needs; conduct regular program visits and assess performance of offerings. Program responsibilities may include in-house and contractual athletics, adult and youth general programming, dance and fitness, martial arts, gymnastics, small-scale events, and early childhood programs.
- Assist with the planning, coordination, and implementation of special events.
- Administer program contracts in accordance with Village policies, including preparation and management of independent contractor agreements and required documentation.

- Oversee all aspects of facility rentals from initial inquiry through event completion, including customer communication, scheduling, and coordination with Public Works for maintenance and setup needs.
- Manage coordination with Community Development for special event permits related to tournaments and events utilizing park facilities.
- Assist in the development and monitoring of assigned program budgets, including tracking revenues and expenditures and providing input on adjustments.
- Review and submit program invoices through Tyler Parks and Recreation and monitor purchase order (PO) blankets to ensure timely processing with Finance.
- Oversee program registration processes, including managing updates, resolving issues, and processing refunds within the registration system.
- Respond to public inquiries and concerns related to recreation programs, services, and facilities, ensuring timely and professional resolution.
- Act as a liaison to assigned affiliate groups, maintaining strong working relationships and ensuring alignment with department goals and policies.
- Plan and submit program content for seasonal brochures; coordinate promotional materials in collaboration with the Recreation Manager.
- Maintain accurate and up-to-date program information within the recreation software system (Tyler Parks and Recreation) and supporting documentation for brochure development.
- Compile data and contribute to the development of annual reports, including program outcomes and performance metrics.
- Provide functional oversight of program staff, contractors, and volunteers during program and event operations.

**REQUIREMENTS (education/experience):** The ideal candidate will have a Bachelor's degree in Parks and Recreation, Recreation Management, or a related field, or a minimum of two (2) years of experience in recreation programming, event coordination, facility operations, or a related field. A Certified Park and Recreation Professional (CPRP) credential is preferred. Candidates must possess or be able to obtain First Aid/CPR/AED certification within six (6) months of hire. A valid driver's license is required.

**REQUIREMENTS (skills):** The ideal candidate will demonstrate strong customer service skills with the ability to interact professionally and courteously with the public. They will possess excellent organizational, problem-solving, and time-management abilities, along with an attention to detail and accuracy. This role requires the ability to multitask, adapt to changing priorities, and work effectively in a team-oriented environment. Proficiency in Microsoft Office, knowledge of modern office practices, and the ability to handle cash transactions and maintain confidentiality are essential, along with a solid understanding of basic mathematics and the ability to follow written and verbal instructions. Experience with Tyler Park and Rec software is a plus.

**TO APPLY:**

Interested candidates are required to complete and submit an employment application and resume.