



Recreation Supervisor - Sports

Wilmette Park District

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Closing Date:
Salary: \$67,404 - \$90,995

Description:

The Wilmette Park District offers a generous and comprehensive benefits package that includes medical, dental, and vision coverage, along with life insurance (basic and voluntary), a pension plan (Illinois Municipal Retirement Fund), 457 Defined Contribution Plan and Section 125 Flexible Spending Account in addition to paid holidays and vacation time, facility discounts and usage benefits.

Benefit Summary link:

<https://d11ixze0kvt635.cloudfront.net/wp-content/uploads/2025/01/20161127/Benefits-2025-FT-job-posting.pdf>

PARK DISTRICT SUMMARY: Founded in 1908, the Wilmette Park District is a government agency responsible for acquiring, developing, and maintaining natural areas, parks, and leisure facilities in the Village of Wilmette. Our suburban community is located 14 miles north of Chicago. We are stewards of over 300 acres of parks and open land including Gillson Park and the Wilmette Beaches; Keay Nature Center; Community Playfield; Mallinckrodt Park and a portion of the Green Bay Bike Trail. Neighborhood parks can be found in 18 additional locations throughout our village. The Wilmette Park District also plans, develops and executes a wide range of recreational programs and activities that reflect the interests of all age groups in the Wilmette community.

SUMMARY: The Recreation Supervisor-Sports plays a key role in delivering high-quality athletic programming that serves a wide range of participants across the community. This position reports directly to the Recreation General Manager and is responsible for the planning, development, implementation, and evaluation of youth and adult sports programs. Key responsibilities include overseeing athletic camps, in-house and contractual youth programs, youth and adult leagues, and open gym operations.

The ideal candidate is a proactive and organized leader who can effectively manage program logistics, supervise staff, and build strong relationships with participants, coaches, vendors, and

community partners. This position requires a commitment to program excellence, operational efficiency, and continuous improvement, with a focus on enhancing the participants' experience and expanding opportunities within the Wilmette Park District's sports offerings.

SUPERVISION:

- Directly supervise a part-time staff of 5 to 120 employees, depending on the season. One PT-1 ACA Sports Coordinator and one PT-1 ACA Sports Lead.
- Recruit, interview, hire and train and evaluate employees; plan, assign, and direct work.
- Document training, evaluate staff performance; confirm that all staff maintain appropriate certifications and licenses; reward and discipline employees; follow up on requests for information for the Recreation General Manager or administrative staff.
- Carry out supervisory responsibilities in accordance with the Park Districts policies and applicable laws.
- Lead regular staff meetings and attend district-wide meetings to keep all levels of employees within the area of supervision apprised of agency business, including opportunities for communicating operational updates, feedback, and questions.
- Actively support the professional development of division staff.

ESSENTIAL DUTIES and RESPONSIBILITIES:

- Plan, direct, implement, and evaluate youth and adult athletic programs and leagues, including seasonal programming, summer camps, special events, pop-ups, and sports leagues such as basketball, soccer, softball, and volleyball.
- Oversee the day-to-day operations of planned or assigned programs.
- Regularly utilize RecTrac to complete enrollment, transfers, refunds, and billing.
- Establish and maintain strong, communicative relationships with Park District contractual providers, ensuring the successful delivery of vendor-provided recreational programs.
- Effectively manage customer experience and work creatively to resolve any issues.
- Evaluate customer and community interests and needs; make recommendations on modifications, future offerings and services based on community feedback and industry trends.
- Ensure that participant registration information and ePact accounts are set up and completed prior to the start of programs utilizing ePact.
- Work in cooperation with the Northern Suburban Special Recreation Association (NSSRA) to adequately support inclusion participants to participate in the programs successfully.
- Work with the Park District NSSRA liaison to ensure that participants are evaluated as requested and 1:1 staffing needs are met. Responsible for the recruitment and training of adult volunteer coaches.
- Attend conferences, workshops and seminars related to the position, in order to stay current with safety protocols, training materials and programming options.
- Order, purchase, and manage program supply inventory.
- Complete payroll review and approvals on a bi-weekly basis.
- Participate in and support District wide events, including but not limited to July 3rd Celebration and Block Party, contributing to overall event operations and community engagement.
- Remain current on trends and innovations for areas of responsibility to meet department and division goals.
- Collaborate with the Marketing Department on annual marketing plans for operating areas, submit brochure content and monitor website for accuracy.
- Work closely with school district officials to secure facility use, as well as busing arrangements with Recreation Program General Manager for camp programs.
- Purchase program equipment and supplies as needed within approved budget and the Park District Purchasing Policy guidelines.

- Assist in the creation, execution, and management of Recreation annual budget in accordance with Park District policies and procedures.
- Monitor monthly budget reports and report any variances.
- Drive Park District vehicles, as needed.
- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities.
- Actively contribute to the Park District's sustainability goals.
- Additional duties as assigned.

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that are pertinent to the activities conducted by the department.
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures.
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor and Human Resources and Risk Manager.
- Attend and participate in required safety trainings.
- Review all accident and incident reports that occur under area of responsibility and send them to Human Resources/Risk Management division.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- The minimum requirement shall be a Bachelor's degree from a recognized college in recreation or other related field with at least one year experience in recreation.
- Preference will be given to an individual with at least two years of experience in sports and athletics, social/teen/family recreation and/or general recreation.
- Knowledge and experience in program and budget management

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong organization management, supervision, attention to detail and problem solving, along with excellent communication skills.
- Ability to read and interpret documents and /or instructions furnished in written, oral, diagram, or schedule form.
- Ability to deal with problems involving few concrete variables in standardized situations.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations.
- Ability to write reports, business correspondence and procedure manuals.
- Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

TECHNOLOGY SKILLS:

Possess computer skills with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Wrike for project and content management, Paycom for payroll processing, Incode for financial record/budget management, and RecTrac for program registration/facility booking.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Hold a valid Driver's License.
- Must possess and maintain CPR/First Aid certificates within three (3) months of hiring, provided by the Park District.
- Complete annual District trainings including, but not limited to, Sexual Harassment Training and Bloodborne Pathogens annually and Mandated Reporter every three (3) years.

PHYSICAL DEMANDS/WORK ENVIRONMENT:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl.
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hand and arms.
- The employee is occasionally required to stand, walk and sit; climb or balance; and push/pull objects.
- The employee must frequently lift and/or move up to 25 pounds, and occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus.
- Must be able to move quickly to respond to emergency situations.
- The noise level in the work environment is usually moderate.
- While performing the duties of this job, the employee is regularly exposed to wet and/or humid conditions.
- The employee occasionally works outside in seasonal weather conditions.

HOURS:

- This position will have varying hours, based on the needs of the program, camp, or league responsibilities and/or the agency.
- Due to the nature of recreation work, evening and weekend hours are to be expected.
- July 3rd hours are to be expected.
- General hours of duty will be approved by the Recreation Program General Manager and Superintendent of Recreation for the various seasons of the year.

TARGETED HIRING RANGE - \$70,000- \$80,000

Apply online through link below:

<https://www.paycomonline.net/v4/ats/web.php/portal/F483035F83AF15A8C8A46DF6BE97D42C/jobs/359288>