



## Recreation Supervisor

### Downers Grove Park District

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**Closing Date:**  
**Salary:** \$58,000

#### **Description:**

**Apply At:** [dgparks.org/careers-opportunities](http://dgparks.org/careers-opportunities) Please include a resume.

#### **The Opportunity**

The Downers Grove Park District is seeking a dynamic Recreation Supervisor to lead a diverse portfolio of programs. This role focuses on planning, logistics, and staff supervision to ensure high-quality community experiences.

#### **Core Program Areas**

- **Summer Camps:** Oversee Adventure Camp (Grades 3–5) and Teen Trekkers (Grades 6-8), with the support of a seasonal 40 hour per week Camp Coordinator and 2-3 Camp Directors. This role works alongside another Recreation Supervisor to ensure a consistent camp experience across locations.
- **Birthday Parties:** Coordinate with patrons and a team of part-time Birthday Party Leaders to schedule and manage birthday parties.
- **Active Adult Programs:** Supervise a part-time Coordinator for programs such as Bingo, social events, and trips.
- **Adult and Teen Programs:** Support and grow adult and teen programming. Some offerings are already in place, with the opportunity to expand gradually based on interest and community needs.
- **Special Events:** Lead and collaborate on select special events throughout the year, including a limited number of district-wide events.

#### **Key Responsibilities**

- Coordinate program logistics, scheduling, and facility use.
- Supervise, train, and support part-time and seasonal staff.
- Manage budgets, track performance, and maintain data in RecTrac and ePACT.
- Communicate with participants and families to ensure a safe, welcoming environment.

#### **Qualifications**

- Bachelor's degree in Recreation or related field preferred.
- Minimum of two years of relevant experience.
- Experience supervising staff preferred.
- Strong communication and organizational skills.
- Experience with RecTrac and ePACT preferred.
- CPR/AED certification (District provides training).
- Valid driver's license.

### **Benefits & Schedule**

- **Schedule:** 40 hours per week; includes occasional evenings and weekends for programs and events.
- **Health:** Medical, dental, and vision insurance.
- **Time Off:** Sick/personal days plus 2 weeks of vacation after 90 days (increases to 3 weeks after one year).
- **Retirement:** IMRF pension plus optional 401(a)/457 plans.
- **Perks:** Free fitness membership, discounted recreation programs, and a collaborative team environment.