



Recreation Supervisor

Glencoe Park District

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Closing Date:

Salary: \$55,307 – \$80,195

Description:

Join the nationally accredited, Gold Medal Award–winning Glencoe Park District—an organization committed to enriching lives, building community, and fostering an inclusive environment where everyone feels respected and valued.

We are seeking an energetic, organized, and customer-focused Recreation Supervisor to lead a diverse portfolio of programs and create meaningful experiences for our community. This is an excellent opportunity for a motivated professional to grow their career in parks and recreation while making a lasting impact and building strong community connections.

Job Summary:

Under the direction and supervision of the Assistant Director of Recreation and Facilities, the Recreation Supervisor is responsible for planning, coordinating, and evaluating contractual programs in general enrichment, dance and theatre, and sports. The role also supports basketball programming and oversees contractual sports camps during the summer season.

This is an excellent opportunity for a motivated professional looking to grow their career in parks and recreation while managing a well-rounded mix of programs and building strong community connections.

Key Responsibilities

- Plan, coordinate, and evaluate a variety of contractual programs, including enrichment, dance/theatre, and sports
- Serve as the primary contact for program instructors and partners, including onboarding, scheduling, communication, and ongoing support
- Support basketball programming, including house league operations and a small travel component
- Oversee contractual sports camps during the summer season, including coordination with vendors, scheduling, and on-site support
- Monitor program participation, customer feedback, and overall performance to identify opportunities for growth and improvement
- Assist with program setup, registration, and communication through recreation software systems
- Support the development of seasonal program offerings, including brochure content and marketing coordination
- Provide responsive, professional customer service and resolve participant concerns as needed

- Collaborate with internal staff to coordinate facility use, schedules, and program logistics

Qualifications

- Bachelor's degree in Recreation, Sports Management, or a related field preferred
- 2+ years of experience in recreation programming, athletics, or a related field
- Experience working with independent contractors or instructors preferred
- Strong organizational, communication, and interpersonal skills
- Ability to manage multiple programs and priorities in a fast-paced environment
- Proficiency with recreation software systems is a plus

Salary Range

- \$55,307 – \$80,195, depending on qualifications and experience

Benefits

- Participation in the Illinois Municipal Retirement Fund (IMRF) pension system
- Comprehensive health, dental, and vision insurance
- Paid time off, including vacation, sick leave, and holidays
- Professional development and continuing education opportunities

Why Join Us?

- Be part of a high-performing team that values collaboration, innovation, and community impact
- Manage a dynamic mix of programs across enrichment, arts, and athletics
- Opportunity to build relationships with a wide range of instructors and program partners
- Gain hands-on experience with program development, operations, and strategic growth
- Work in a supportive environment that encourages professional development and new ideas
- Make a meaningful difference by creating quality recreation experiences for the Glencoe community

How to Apply: Apply online at <https://glencoe parkdistrict.com/work-with-us>