



## **Recreation Supervisor-Performing Arts and Sponsorship**

### **Morton Grove Park District**

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**Closing Date:** 2026-05-24  
**Salary:** Salary Range \$50,000 - \$57,000

#### **Description:**

#### **Recreation Supervisor-Performing Arts and Sponsorship**

##### **Job Description**

The Recreation Supervisor is responsible for the programming and administration of assigned areas of recreation which include cultural arts, dance, youth programs, sponsorship, and special events. The Recreation Supervisor is a full-time employee whose work week may exceed 40 hours a week and include evenings and weekends.

#### **Qualifications:**

BA/BS in Parks and Recreation or closely related field from an accredited college or university. Minimum of two years of experience, or any equivalent combination of education, experience, and training. CPRP certification is required within one year depending on prerequisites. A valid Illinois Class "D" Driver's License with no license revocation or suspensions within the last three years. CPR, AED, and First Aid Certification required, however will train.

#### **Immediate Supervisor:**

The Recreation Supervisor is responsible to the Superintendent of Recreation.

#### **Essential Functions:**

##### **Recreation Responsibilities:**

1. Complete programming for areas under your supervision from ideas to program evaluation.
2. Directly oversee all operations of the Morton Grove Park District dance program.
3. Development, implementation, staffing, and evaluations of dance and cultural arts programs.
4. Prepare annual goals and objectives relative to your programs.
5. Maintain required departmental records and records of programs and class participation statistics.
6. Evaluate/survey all programs/participants within your assigned area.
7. Lead or assist with Recreation Department special events as needed.
8. Prepare and monitor the budget for areas under your supervision.
9. Maintain internal cash controls and appropriate accounting procedures.
10. Hire and train part-time, seasonal, and volunteer staff under your supervision.

11. Provide direction, leadership, and motivation to staff under your supervision. To include conducting and managing the annual and/or seasonal performance review process.
12. Prepare and monitor scheduling and payroll for your staff.
13. Establish and nurture communication with outside resources valuable to your programming, including public and private organizations.
14. Perform all job tasks within the rules and guidelines of the district's safety program.
15. Using good safety awareness and judgement.

**Sponsorship Responsibilities:**

1. Establish and maintain a strong presence in the community by engaging with local leaders, businesses, and organizations.
2. Collaborate with local businesses, non-profits, and governmental units to support shared goals and initiatives.
3. Attend community events to increase the District's visibility and strengthen local connections.
4. Responsible for reviewing sponsorship and advertising contracts on an ongoing basis to assure that the District's contractual obligations are met. Assists with the creation and preparation of the sponsorship budgets and reports. Create and edit a Sponsorship Guide

**Marginal Functions:**

1. Assist in marketing and promoting all areas of responsibility.
2. Enforce and train safety rules, regulations, and procedures in your area of supervision.
3. Participate in all required safety training.
4. Notify public of unsafe conditions by voice, signage, and barricades.
5. Call program or facility patron the day after an injury report is written to checkup on their condition.
6. Perform all job tasks within the rules and guidelines of the district's safety program. Using good safety awareness and judgment.
7. Serve on Safety and various Committees when assigned.
8. Performs other duties as assigned.

**Psychological Considerations:**

The Recreation Supervisor may resolve differences and problems that arise with patrons and employees. This employee is responsible for safe and well-organized programs/events. This staff person may also have to work under stressful situations when first aid, CPR or the use of the AED is required.

**Physiological Considerations:**

The Recreation Supervisor may be required to work in climate 86 degrees or higher with high humidity. The worker may be required to lift items 10-20 lbs. in weight and respond to safety concerns quickly and accurately.

**Environmental Considerations:**

The Recreation Supervisor may be exposed to all weather conditions especially hot and humid conditions during summer events.

**Cognitive Considerations:**

The Recreation Supervisor must possess good safety awareness and judgment. Must be a good communicator with strong creative skills.

**Benefits:**

Excellent benefits package, including paid holidays and time off, health, dental, and vision insurance, life insurance, voluntary life insurance options, Deferred Compensation, Illinois Municipal Retirement

Fund (IMRF), pool and gym membership, and opportunities to get involved in recreational programs for a free or reduced cost.

Exempt  
Range \$50,000 - \$57,000

Salary