



Recreation Supervisor Itasca Park District

Contact Name: Katie Manheim

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Closing Date:

Salary: \$56,000 - \$68,000 Hiring Range

Description:

Job Title: Recreation Supervisor

FLSA Classification: Full-time, Exempt

Employee Benefit Status: Level 1

Department: Administration

Immediate Supervisor: Assistant Superintendent of Recreation & Facilities

POSITION: We are looking for someone who is innovative, creative, dynamic, organized, willing to learn at a fast pace and be exposed to a wide variety of areas - to join our Itasca Family! You do not need to be an expert, nor needs lots of experience, just dedicated to parks & recreation, and having fun. The position has a focus on our Before & After School Program (KLUB HOUSE), Summer Day Camps, Tweens/Teens and other small programs and events.

Submit cover letter, resume and Park District application (found on website) via mail: Itasca Park District, c/o Katie Manheim, Assistant Superintendent of Recreation & Facilities, 350 E Irving Park Road, Itasca, IL 60143. **DO NOT EMAIL APPLICATIONS.** Email nkinsinger@itascaparkdistrict.com for the complete job description.

We HIGHLY encourage applicants to send in ASAP, as the District will review applications as they are turned in and will begin interviewing immediately.

Itasca is a 9,500 resident community, west of Chicago. It is governed by a 5 member Board of Commissioners and employs 15 Full -Time and over 250 Part-Time Employees, with a \$5.8M budget. The District is a 3X Gold Medal Award Winning Agency and boasts 144 acres of parks, 8 playgrounds, nature center, bird sanctuary, athletic fields, waterpark, museum and 40,000 sqft, Recreation & Fitness Center. Annually, 76,300 participate in programs and events; 300,000 visit parks; and 370,000 visit the Recreation Center.

The District is committed to the future by being innovative, proactive and evolving; while remaining inspired by the communities' past. This is reflected in district led projects; including, redevelopment of the Itasca Softball Complex and Ray Franzen Bird Sanctuary - 2025; preservation and restoration of the oldest publicly owned building in the community....The Itasca Train Depot; the \$4M Itasca Waterpark Redevelopment - 2021; recently re-developed Benson Park - 2025; and the current 10,000

sq ft addition to the Itasca Recreation & Fitness Center with a Grand Opening of April 4. The district is a leader among local taxing bodies, businesses and community groups; looked to for creative ways to work together for the benefit of the community. Through over 20 intergovernmental agreements and 50 public-private partnerships/sponsorship, the District has provided the community cost and energy savings, improved quality of life and wellness, and improved access to all.

The Supervisor is responsible for the coordination and development of the Before & After School Program (KLUB HOUSE), Summer Day Camps, Tweens/Teens and other small programs and events, included but not limited to program budgeting and development, communication, promoting and marketing; and, the hiring/firing of staff and payroll.

Qualifications:

Applicant must be 21 years or older. A Bachelor's Degree in Park and Recreation Management or the equivalent in experience with recreation programs/athletics and education is required. The individual should possess friendly and effective interpersonal, written, verbal and telephone communication skills. Individual must be familiar with Microsoft Office applications and able to learn other software packages. The individual will be expected to be or become a First-Aid and CPR/AED instructor and have a valid Illinois driver's license.

Hours:

The Recreation Supervisor is a full-time salaried employee. General work hours are a minimum of 40 hours a week. General work hours take place Monday through Friday, but some evening and weekend hours are expected due to the nature of the programs under the Supervisor's direction. There are required weekly evening shifts.