



Recreation Supervisor - School Age Programs Northbrook Park District

Contact Name: Mary Freer

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Closing Date:

Salary: \$68,000.00 - \$76,000.00 Salary

Description:

JOB STATUS: Full Time

DIVISION: Recreation

FSLA STATUS: Exempt

JOB LOCATION: Northbrook Community Center - Northbrook, IL

Compensation & Hours:

\$68,000 - \$76,000 Per Year (DOQ)

This is a full-time, exempt position.

General hours are weekdays from 9:00 AM - 6:00 PM. Hours may fluctuate based on programs and special events.

Evening, weekend and some holiday work apply.

Benefits

- Medical, Dental, and Vision Insurance
- Group Life Insurance
- Life Insurance
- AFLAC Indemnity Plans
- Defined Pension IMRF (Retirement, Disability, Life)
- Deferred Retirement 457 Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Floating Holidays
- Employee Assistance Program (EAP)
- Professional Membership Dues
- Employee Recreation Benefits

To view job description, [click here](#).

Join our amazing team as a Recreation Supervisor - School Age Programs. This position is responsible for the day-to-day operations, implementation, development and supervision of School

Age Programs, including but not limited to: Before and After-school Adventure Campus program, school day off programs, general recreation camps, extended care, and assigned special events. This position serves as the primary on-site operational lead for school-age programming, ensuring effective daily program delivery, staffing, and real-time decision-making. The position partners with the Youth Program Manager, who provides overall program oversight, strategic direction, registration oversight, and support for escalated situations and district-wide coordination. Hours will fluctuate based on programs and special events; evening, weekend and/or holiday work will apply.

Essential Job Duties

- Design, develop, coordinate and monitor the implementation of Before and After-school Adventure Campus program, school day off programs, general recreation camps, extended care, and special events.
- Lead and manage the day-to-day operations and on-site execution of assigned programs and events, including real-time decision making related to staffing, participant needs, and program logistics.
- Recruit, hire, train, schedule, supervise and evaluate part-time and seasonal staff to ensure adequate program coverage and effective daily operations
- Compile and review all necessary paperwork in a timely manner; monitor and approve staff work hours and overtime expenditures; continuously develop staff by providing feedback.
- Escalate significant operational, behavioral, registration, or program questions or concerns to the Youth Program Manager as appropriate.
- Host routine staff meetings to include opportunities for communicating operational updates, feedback, questions and training.
- Work with Youth Program Manager to ensure IMRF Program Supervisors are appropriately scheduled outside Adventure Campus and Summer Camps to help meet the needs of the Recreation Division as a whole.
- Monitor and evaluate program performance to include program site visits, enrollment trends, patron wants and needs, and cost/profit margin with a focus on continued growth and development, while ensuring competitive program pricing according to Cost of Service initiatives.
- Work with Park District NSSRA liaison to ensure evaluation of participants as requested and 1:1 staffing needs are met.
- Contribute to the development and implementation of new program and event offerings, and lead select initiatives as assigned, based on participant needs and operational feasibility to meet department and Division goals.
- Assist in the development of program budgets, with shared responsibility for Adventure Campus programs and independent responsibility for other assigned programs. Monitor and manage day-to-day expenses and revenue within approved budget parameters. Continually monitor and evaluate expenses and revenue.
- Create and administer operational/procedural-based trainings for staff and volunteers.
- Develop procedures for program and/or facility operation as needed.
- Work with support staff to shop for/order supplies for program areas; manage and track supply inventory.
- Lead/Facilitate Programs and Events as needed; assist in planning and/or attend department or District events as required.
- Manage program and/or event contracts/agreements based on need with program oversight; confirm proper documents are received and meet the District's contractual and insurance specifications; ensure terms of contract are being followed; coordinate internal efforts in accordance with the contract/agreement terms to meet service needs.
- Initiate and collaborate with the Youth Program Manager and Marketing & Communications Team to support program promotion and ensure accurate program information is communicated.
- Prepare and submit check requests for invoices and reconcile purchase card transactions according to the District's Purchasing Policy.

- Enforce and communicate safety rules and procedures; address and correct unsafe conditions; address unsafe employee behavior.
- Report any work-related or patron injuries, incidents, or unsafe conditions to supervisor; address unsafe conditions as appropriate; complete or review incident/accident report forms as needed.
- Foster and maintain effective professional working relationships with the general public, co-workers, and community partners, including Northbrook/Glenview school districts.
- Remain current on trends and innovations for areas of responsibility.
- Perform all job tasks in a safe manner.
- Perform other duties as assigned.

Qualifications

Bachelor's degree with major coursework in Recreation Management or related field, supplemented by one (1) to three (3) years' experience in recreational programming, youth services, or childcare program operations. Mandated Reporter Training certification (Illinois) required, or ability to obtain within 30 days of hire.

Knowledge

- Youth program management and age-appropriate practices
- General program operations, including scheduling, staffing and customer service
- Basic understanding of tracking program expenses and working within a budget
- Awareness of safety practices and risk management in a recreation or childcare setting

Skills & Abilities

- Experience and interest in youth and family programming
- Strong organization, problem-solving and decision making
- Strong written and verbal communication
- Recognize, respond to, and appropriately report child safety concerns in accordance with District procedures and mandated reporter requirements
- Collaboration and Adaptability
- Proven record of providing quality customer service
- Proficient with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher)
- CPR/AED Certification or ability to obtain within six (6) months of hire
- Valid Illinois Driver's License
- Certified Park and Recreation Professional (CPRP) certification preferred

Physical Requirements

The physical requirements 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 of the job.

- Required to sit, stand, walk, bend, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds; may infrequently lift and/or move objects 50 pounds or greater with staff assistance.

To apply, please complete a job application [here](#).

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer