



Recreation Supervisor-Athletics

Bensenville Park District

Contact Name: Anne Popek

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Closing Date:

Salary: 49,000.00-65,000.00

Description:

DESCRIPTION

The Recreation Supervisor-Athletics position is responsible for the administration of a variety of recreational activities and youth/adult athletic programs/leagues/, special events, and STEAM classes. Offers will be made based on experience and qualifications.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Plan, administer, and promote athletic programs, events, leagues, youth programs, court and field rentals.
- Emphasis on youth and adult basketball (boys/girls, men's and women's leagues)
- Monitor programs, games, and facilities.
- Assume responsibility for the entire operation and supervision of the programming area assigned including: planning, organizing, making coordinating arrangements, preparing schedules and regulations, instructing personnel if applicable, recruiting volunteers if needed, and implementing/supervising each individual program.
- Program development, brochure development, budget, record keeping, and requested reporting for assigned programs.
- Introduce new ideas, updated old activities, and make recommendations for improvement of programs.
- Other duties as assigned by supervisor

QUALIFICATIONS

- Bachelor's degree in Parks and Recreation Management, Sports Management, Leisure Studies, or related area field.
- Minimum of 3-5 years in athletic and recreation programming.
- Current CPR and First Aid Certification or the ability to obtain certification within 30 days of hiring.

- Candidate must also have a valid Illinois driver's license.

JOB STATUS Full time

DEPARTMENT Recreation

FSLA STATUS Exempt

SALARY 49,000-\$65,000

HOURS 40 hours per week including evenings and weekends.

HOW TO APPLY Qualified applicants may submit application and resume to Join Our Team - Bensenville Park District (bvilleparks.org)