



Recreation Supervisor

Carol Stream Park District

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Closing Date:

Salary: \$55,000 - \$65,000/year

Description:

Salary & Benefits:

- \$55,000 - \$65,000/year.
- Full benefits package including health insurance, IMRF Pension, paid time off (10 vacation days, 10 sick days, 3 personal days and 13 holidays), program discounts, and complimentary Fitness Center and Coral Cove Water Park memberships for you and your immediate family.

Hours:

40 hours a week, salaried. A combination of weekdays, nights, and weekends dependent on the needs of your areas of responsibility.

Position Summary:

The Recreation Supervisor is responsible for the development and management of rentals and special events.

Essential Job Functions:

- Develop, supervise, and evaluate rentals and special events within the park district and in collaboration with the community.
- Develop, schedule, supervise, and evaluate rentals, including rooms, facilities, garden plots, and shelters.
- Ensure high quality programs and services by researching trends and innovations within the industry, incorporating feedback and program evaluation results, and analyzing enrollment to determine areas of demand.
- Initiate creative marketing plans to increase participation. Develop content for seasonal program guides, newsletters, general marketing collateral, webpages, and social media.
- Proactively communicate regarding rental details, contracts, confirmations, and invoicing/payments. Maximize facility usage in collaboration with other program supervisors.
- Cultivate a high performing team. Recruit, train, schedule, supervise, and evaluate Administrative Assistant, Rental Hosts, and volunteers. Effectively communicate procedures and expectations, provide on-going training for continued development, and share direct feedback regarding performance.

- Maintain proficient knowledge and trouble-shooting capabilities of the audio-visual systems, and provide training to other staff.
- Promote excellent customer service with participants, parents, renters, and other affiliates. Effectively communicate with supervisors. Be attentive, responsive, and proactive.
- Develop, maintain, and maximize program budgets. Analyze and report on financials, negotiate pricing to control costs, manage supply inventories, make purchases, and process payments.
- Maintain an engaged management approach with regular presence in program areas, including daytime, nights, and weekends.
- Continuously review and improve operations to increase quality, develop efficiencies, maximize safety, and reduce costs.
- Regularly review and report on participation and rental statistics. Maximize program schedules based on enrollment.
- Maintain a collaborative relationship with service team and custodial departments to maximize efficiencies and communication.

Qualifications:

- Bachelor's Degree in Parks and Recreation, Hospitality, Tourism, Management, or related field preferred.
- Minimum of two years related experience of event and/or rental management and supervisory experience; or an equivalent combination of education and experience.
- Experience with program development and the ability to analyze data and success rates for planning purposes.
- Strong leadership, creativity, maturity, and customer service skills.
- Detail-oriented with the ability to multi-task and problem-solve with minimal direction.
- Strong written and verbal communication skills. Able to interact and collaborate with all levels of employees and affiliates. Able to handle conflict and make effective decisions under pressure.
- Experience with budget management, negotiating, and financial reports.
- Able to succeed in a fast-paced environment.
- Ability to obtain BASSETT certification within 30 days of hire.
- CPR & First Aid certification may be required.
- A valid Illinois driver's license is required.
- Must successfully pass a post-offer drug test, driver's abstract, and background check.

Please visit the "Job Opportunities" section of our website at www.csparks.org to complete an online application and upload your resume.