



## Recreation Supervisor - Adults

### Rolling Meadows Park District

**Contact Name:** Tiffany Quattrocchi  
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**Contact Phone:** 847-818-3200  
**Closing Date:**  
**Salary:** \$47,629 - \$ 50,000

#### **Description:**

**JOB SUMMARY:** The Recreation Supervisor –Adults is responsible for programs, activities, trips, events, and operations of this programming area, including oversight of the Adult Activity Center. This is an at-will position.

#### **Essential Functions:**

- Research, plan, organize, develop, market, and implement adult programs, trips, and events that satisfy the needs of the community.
- Develop and implement the programs so that they run successfully and are interesting and rewarding for the participants.
- Develop and maintain good working relationships among staff, program participants, and the Adult Advisory Committee, including management of volunteers and adult-trip chaperones.
- Act as a liaison to the Adult Advisory Committee and Wood Shop.
- Meet regularly with Adult Advisory Committee and develop rapport with program members and volunteers.
- Work directly under Program Manager – Adults & Athletics.
- May work collaboratively with Recreation Supervisor – Events & Community Engagement.
- Responsible for scheduling the Adult Activity Center daily room usage from 9:00 a.m. to 4:00 p.m.
- Responsible for providing general programs, events, trips, and fitness for adults of all ages.
- Responsible for supervision of the Community Center as assigned, including management of the activity calendar.
- Assist Guest Services, including, but not limited to, answering customer questions and completing registrations and payments.
- Make recommendations to the Program Manager – Adults & Athletics and Superintendent of Recreation regarding purchase of equipment or facility enhancements.
- Work with the Adult Advisory Committee regarding purchase of equipment or facility enhancements.
- Perform other duties as assigned.

**QUALIFICATIONS:** A minimum of a Bachelor's Degree from a college or university with an emphasis in Recreation or related field with at least three (3) to five (5) years of related experience required, or equivalent combination of education and experience. Proven successful and progressive experience in leadership in a supervisory capacity. Experience and knowledge of local government, community

organizations, and other social agencies. Ability to obtain Commercial Driver's License (CDL) within the first six months of being hired preferred. Ability to obtain professional certification (CPRP) recommended.

**SCHEDULE & PAY:** This is a full-time, exempt position. Minimum of forty (40) hours per week plus evenings and weekends as required. Target hiring range is \$47,629 - \$50,000, DOQ (dependent on qualifications).

**BENEFITS OFFERED:** In exchange for your time and talent, we offer a generous benefit package:

- Medical & Prescription Coverage
- Dental & Vision Coverage
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**Please include Cover Letter and Resume**

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