



Recreation Supervisor - Youth (Before/After School; Camp; General Programming), Rentals Roselle Park District

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Closing Date:
Salary: \$50,000-\$60,000 DOQ

Description:

This is a full-time exempt position; annual salary is **\$50,000-\$60,000 DOQ**

Candidates seeking consideration at the upper end of the posted salary range should possess at least three or more years of progressively responsible park district experience in recreation programming, staff supervision, budget management, and program administration.

This position is a mix of daytime, evening, and weekend hours. Standard working day is between 8a-5p. You are committed long term and are a passionate believer in serving both customers and team members.

The Recreation Supervisor position is an at-will appointment that receives direction from the Superintendent of Recreation. The Recreation Supervisor oversees the Club Kids Before/After School & School Day Out programs (Fall-Spring), Camp Roselle (Summer), Facility Rentals (Year-Round) & Youth General Programming (Year-Round). The ideal candidate is a collaborative, customer-focused leader with strong communication, organizational, and problem-solving skills. They should be able to effectively multitask, pay close attention to detail, think creatively, and successfully implement new ideas while working as part of a team.

Essential Job Functions:

Plan, coordinate, and evaluate a variety of recreation programs, events, and services while overseeing daily operations for youth programs, facility rentals, and related activities. Recruit, train, supervise, and evaluate part-time staff and volunteers; manage program budgets, payroll, purchasing, and records; and ensure safe, efficient program delivery. Develop promotional materials and collaborate with marketing to increase community engagement. Coordinate facility use, transportation, and special events, respond to public inquiries, and maintain strong partnerships with internal departments and community organizations. Perform administrative duties, support district policies, stay current on industry trends through professional development, and provide excellent customer service while maintaining a safe and organized work environment.

Qualifications:

Candidates should possess knowledge of recreation programming, program development, budgeting (InCode), risk management (PDRMA), and staff supervision, along with proficiency in Microsoft Office and a strong understanding of current recreation industry trends and applicable federal, state, and local regulations. A valid Illinois driver's license is required, along with CPR certification within 30 days of hire. Certification as a Certified Park and Recreation Professional (CPRP) is preferred.

Qualified applicants typically possess a bachelor's degree in parks and recreation, sports management, physical education, or a related field, along with two or more years of progressively responsible experience in parks and recreation, including at least one year in a supervisory role. Equivalent combinations of education, experience, and ongoing professional development will also be considered. Starting salary will be commensurate with qualifications and experience.

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including: • Medical Coverage, PPO, HMO and HDHP (high deductible health plan) • Dental Coverage • Prescription Coverage • Vision Insurance • Life Insurance (basic & voluntary) • Short- and Long-Term Disability (IMRF) • Pension / Defined Benefit Plan (IMRF) • 457 Plan / Defined Contribution Plan (optional) • Paid Holidays, Floating Holidays, Vacation, Sick Time • Professional Membership Dues • Park District Facility Discounts and Usage Benefits

Roselle Park District provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, individuals with disabilities, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital and housing status.