



## Recreation Supervisor

### Dundee Township Park District

**Contact Name:** Laura Alvarado

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**Closing Date:**

**Salary:** \$55,000- \$58,000 DOQ

#### **Description:**

Are you a creative, organized leader passionate about youth programming, camps, and community events? The Dundee Township Park District is seeking an energetic and dedicated **Recreation Supervisor** to lead Youth Programming initiatives, including Circle of Friends, Summer Camps, and special events. In this key leadership role, you will oversee program development, staff supervision, budgeting, and daily operations while creating meaningful and engaging experiences for youth and families in our community.

#### **Why Join Us?**

At Dundee Township Park District, we are committed to enriching lives through recreation, community engagement, and inclusive programming. As the Recreation Supervisor, you will play a vital role in developing impactful youth programs that serve and strengthen our community.

**Make an Impact:** Create and lead programs that provide memorable experiences for children and families.

**Leadership Role:** Supervise staff and volunteers while fostering a positive, enthusiastic team environment.

**Growth Opportunities:** Work in a dynamic setting with opportunities to innovate, expand programming, and grow professionally.

#### **What You'll Do:**

- Plan, organize, implement, and evaluate a variety of youth programs including camps, Circle of Friends, and special events
- Recruit, hire, train, schedule, supervise, evaluate, and support staff, volunteers, and instructors
- Develop and manage program budgets, monitoring revenue and expenses within assigned areas
- Prepare seasonal program guide content and collaborate with the Marketing Department on promotions and materials
- Evaluate program effectiveness and recommend improvements, new programs, and pricing strategies
- Maintain accurate records including program participation, fees, and statistics
- Order, manage, and distribute program supplies while maintaining proper inventory levels
- Coordinate with Parks and Facility Management to support program and event needs
- Ensure compliance with all safety standards, risk management practices, and district policies
- Conduct staff trainings and uphold program quality and safety expectations
- Provide excellent customer service and assist participants and families with program information

- Maintain general knowledge of Park District programs to effectively direct patrons
- Attend professional development opportunities including conferences and workshops
- Perform additional duties as assigned and assist other departments as needed

### **What You Bring:**

#### Experience:

- Bachelor's Degree in Recreation or closely related field preferred
- Minimum of 3 years of experience in recreation program management or a combination of education, training, and experience

#### Skills & Abilities:

- Strong leadership and team management skills
- Ability to plan, organize, and implement multiple programs simultaneously
- Strong organizational, budgeting, and time management abilities
- Excellent written and verbal communication skills
- Strong problem-solving skills and ability to remain calm in high-stress or emergency situations
- Ability to build positive relationships and maintain a high level of team morale

#### Technical Skills:

- Computer proficiency preferred
- Ability to learn and adapt to new systems and technology

#### Additional Requirements:

- Current CPR/AED/First Aid certification or ability to obtain within 60 days
- Valid Illinois Driver's License (Class D)
- Ability to lift or move objects up to 50 pounds with assistance if needed
- Ability to work flexible hours including evenings, weekends, and holidays

### **Hours & Work Schedule:**

This is a full-time, year-round exempt position averaging 40 hours per week. The typical schedule is Monday through Friday; however, evenings, weekends, and holidays are required based on program and operational needs.

### **Perks & Benefits:**

In exchange for your time and talent, we offer a comprehensive benefits package, including:

- Medical insurance plan options (defined contribution)
- Dental and vision insurance
- District-paid life insurance with optional supplemental coverage
- IMRF pension participation (retirement, disability, and survivor benefits)
- Paid vacation, personal days, sick leave, holidays, and bereavement leave
- Employee Assistance Program (EAP)
- Flexible spending accounts (medical and dependent care)
- Deferred compensation retirement savings plan
- Free family membership to District facilities
- Discounts on programs, merchandise, and concessions
- Educational assistance and professional development opportunities
- Professional membership support
- Wellness incentive programs and employee engagement activities
- Service awards and recognition programs
- Access to additional employee resources and credit union benefits

### **Join Our Team!**

If you're ready to lead engaging youth programs and make a meaningful impact in your community, we encourage you to apply. Join us in creating fun, safe, and enriching experiences for children and families across Dundee Township Park District.

**Apply Here: <https://dtpd.bamboohr.com/careers/137>**