



Recreation Supervisor

Oak Lawn Park District

Contact Name: Tracey Gallik
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Closing Date:
Salary: \$43,000 - \$46,000

Description:

The Recreation Supervisor is a full time, exempt position. The position will assist in the operation of the FLASH Before & After School Program, Youth Basketball Leagues, Sports Party Rentals and Tot Playtime at the Community Pavilion. They will oversee Trips, Volunteers, and some Special Events under the Oak View Center.

QUALIFICATIONS

Graduation from an accredited university with a Bachelor's degree in recreation or a related discipline. At least two years of work experience in the field of recreation is desirable.

IMMEDIATE SUPERVISOR

The Recreation Supervisor reports to the Pavilion General Manager and the Oak View General Manager.

ESSENTIAL FUNCTIONS

Assist in the daily operations of the FLASH Before and After School Program.
Plan and schedule FLASH field trips and break camps.
Order supplies and snacks.
Assist in recruiting, hiring and training FLASH program staff.
Manage FLASH staff scheduling.
Hire, train and schedule staff to work Sports Parties at the Community Pavilion.
Manage Sports Party schedule and keep up with equipment.
Oversee all aspects of K – 3rd Grade Co-Ed Youth Basketball League.
Hire, train and schedule staff to facilitate league.
Work with ref assignor to schedule referees.
Recruit and train volunteer coaches.
Plan and facilitate drop-in Tot Playtime program at the Community Pavilion.
Promote and facilitate a minimum of (1) trip each season.
Oversee volunteer program and recruit volunteers for events as needed.
Plan, coordinate, and execute special events, including the Employee Recognition Party, Daddy Daughter Dance, StoryWalk, Movies in the Park, Flashlight Candy Cane Hunt, and other events as assigned.

Work with the PR & Marketing Department to create advertisements and promotional materials for programming on a regular basis.

Will evaluate non-contracted programming and operations on a regular basis to insure we are meeting or exceeding the required 30% profit margin on revenue to cover overhead expenses.

Works the Oak Lawn Park District's required special events.

If a major event occurs that limits park district operations or forces a park district shut down and restricts employee from performing their normal job duties they may be assigned to duties outside of their job description as warranted by the situation.

Assist in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties.

Other duties as assigned.

MARGINAL FUNCTIONS

Observe and enforce the practical safety rules, regulations and procedures established by the safety program

Attend meetings with other departments in the park district to keep informed of events within the district

PHYSICAL CONSIDERATIONS

Prolonged periods of sitting at a desk and working on a computer

Must be able to lift up to 15 pounds at times

PSYCHOLOGICAL CONSIDERATIONS

Must be able to work closely with co-workers

Must be able to work well with the general public

ENVIRONMENTAL CONSIDERATIONS

Worker must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind, and rain)

Indoor environmental conditions will include lighting and temperature

COGNITIVE CONSIDERATIONS

The ability to read, write, and organize materials

Must be able to follow directions - oral and written

REQUIRED CERTIFICATIONS

CPRP Recommended

BENEFIT OPPORTUNITIES

Our employees are our most valuable asset that's why at the Oak Lawn Park District we are committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure, and maintain a work/life balance.

Medical, Dental, and Vision Insurance

Employee Assistance Program

Monthly Healthy Living Meetings

Paid-Time Off (Vacation, Sick-time)

14 Paid Holidays (Birthday included)

Employee discounts at park district facilities and programs

Apply Here: <https://olparks.bamboohr.com/careers/129>