



Recreation Supervisor

Oak Brook Park District

Contact Name: Brian DeWolf

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Closing Date:

Salary: \$53,000-\$59,000

Description:

Full – Time, Exempt

Pay: \$53,000 - \$59,000

The Recreation Supervisor is responsible for the management of Central Park West rentals, Ginger Creek Pavilion rentals, and the Concession Stand operation. This position is also responsible for assisting with registration services, Park District special events (Halloween events, summer concert series, movies in the park, seasonal delivery events), Teen programming, and serving as the Park District Volunteer Coordinator. The Recreation Supervisor is also responsible for directly supervising all staff required to maintain these rentals, events, and programs.

Hours

The Recreation Supervisor is a full time position working a minimum of 40 hours per week. The scheduled work hours for this position are Monday - Friday, 8:30 AM to 5:00 PM, including 1/2 hour unpaid lunch. Scheduled hours may vary and are determined based on program and event needs. This position may require night and weekend work, and the work hours will need to be adjusted accordingly.

Education, Experience and Training:

- Bachelor's degree from an accredited university in Parks and Recreation Administration or related field.
- A minimum of 1-3 years progressive experience in parks and recreation. CPRP, Certified Park and Recreation Professional, or the ability to become a Certified Park and Recreation Professional by taking the CPRP exam.
- A valid Illinois Driver's License is required.
- CPR/AED certification is required for all full-time staff. The training will be provided by the Park District.

Essential Job Duties:

- Manage and oversee the Central Park West, Ginger Creek Pavilion, and Oaks Amphitheater rental schedule, including coordinating reservations, communicating with renters, and ensuring the smooth operation of all rentals.
- Develop, coordinate, and evaluate new and existing special events. Prepare and submit seasonal program copy to the Superintendent of Recreation.
- Assisting the Park District with registration services.

- Prepare and monitor departmental budget, reports, payroll, and other documents.
- Communicate with the Superintendent of Recreation regularly on Park District matters.
- Prepare time sheets, payroll, and performance appraisals for direct reports.
- Assist with the recruitment, selection and employment of Park District personnel.
- Oversee the operations of the Concession Stand and Cocoa Cabin including food and beverage contracts, deliveries, menus, staffing, and pricing.
- Perform the job in a safe manner and in compliance with the District policies, procedures, work and safety rules and the employee handbook. Meet all health department codes.
- Demonstrate exceptional customer service skills in all communication.
- Assist in maintaining fiscal control of the Recreation Department budget.
- Work with IT and Marketing Departments to ensure smooth operations for POS and inventory tracking, to effectively promote events, programs, concessions, Central Park West and Ginger Creek Pavilion rentals.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, training and coaching your staff, promptly investigating and reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Perform any duties as assigned by the Superintendent of Recreation or the Director of Recreation and Communications.

Benefits:

- Paid Time Off
- Medical, Dental, and Vision Insurance
- Medical and Dependent Care Flexible Spending Accounts Group Term Life & AD&D Insurance
- Voluntary Life Insurance
- IMRF Pension Plan
- Voluntary Long Term Care Insurance
- 457(b) Retirement Savings Plan
- Sick Bank
- Continuing Education Assistance
- Employee Assistance Program
- Central Park Campus Membership for you and your family members living in your household

THE OAK BROOK PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER

Employment with the Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, sexual orientation, disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify our ADA coordinator, at (630) 645-9527.

Bilingual Candidates Encouraged to Apply.

Interested applicants please apply here: Recreation Supervisor