



Recreation Supervisor

Village of Hinsdale

Contact Name: Tracy McLaughlin

Contact E-mail: tmclaughlin@villageofhinsdale.org

Contact Phone: 630-247-6364

Closing Date:

Salary: \$58,131.83 - \$84,524.65 - exempt role

Description:

Position Purpose

Under the general direction of the Parks & Recreation Superintendent, the Recreation Supervisor assists with the overall administration and operation of the Village of Hinsdale Parks and Recreation Department, including recreation programming, facility operations, rentals, community events, marketing, budgeting, and customer service.

The Recreation Supervisor coordinates and supports activities at the Village's parks and recreation facilities, including Katherine Legge Memorial Lodge and Park, park shelters, athletic facilities, and other Village recreation sites as assigned, including the Hinsdale Community Pool. The position works collaboratively with other Village departments, community organizations, contractors, vendors, and the public to provide safe, welcoming, and high-quality recreation services.

The Recreation Supervisor also assists the Superintendent with identifying community needs, developing and executing signature and new programs and events, increasing facility use, evaluating departmental operations, and implementing initiatives that support the goals of the Parks and Recreation Department.

Supervision Exercised

Supervises and provides direction to assigned part-time, seasonal, contractual, and temporary employees. Provides functional oversight to contractors, instructors, volunteers, and vendors involved in departmental programs, facilities, rentals, and events.

Job Duties

Essential Functions:

- Assists the Parks & Recreation Superintendent with the overall administration and daily operations of the Parks and Recreation Department.
- Supports the planning, coordination, implementation, and evaluation of departmental programs, services, facilities, rentals, and special events.

- Assists with the development and administration of the department's annual operating and capital budgets. Monitors revenues and expenditures and prepares financial, participation, facility-use, and operational reports.
- Assists with purchasing supplies, equipment, and services for department facilities, programs, and events in accordance with Village policies and budgetary requirements.
- Prepares staff reports, proposals, grant applications, correspondence, presentations, and other materials for the Village Board, Parks and Recreation Commission, committees, and Village administration.
- Maintains accurate records regarding program participation, facility use, rentals, revenues, expenditures, staffing, incidents, and departmental activities.
- Uses RecTrac, Munis, Microsoft products and other software systems to manage registrations, facility reservations, payments, reports, purchasing, payroll, and departmental records.
- Occasionally, provides support for front desk and customer service operations, including responding to questions, assisting with registrations and reservations, resolving concerns, and explaining departmental policies and procedures.
- Attends meetings of the Parks and Recreation Commission, Economic Development Commission, Village Board, community organizations, and other groups as assigned.

Recreation Programming and Special Events

- Assists with the development, planning, promotion, implementation, staffing, and evaluation of recreation programs and special events based on community needs, participation trends, demographics, available resources, and industry practices.
- Coordinates assigned recreation programs, which may include youth, adult, senior, fitness, athletic, outdoor, cultural, and seasonal activities.
- Develops and maintains a comprehensive recreation calendar designed to increase community participation and make effective use of Village facilities.
- Coordinates with instructors, contractual program providers, community groups, local businesses, schools, volunteers, and other Village departments in delivering programs and events.
- Visits and evaluates recreation programs and events to ensure quality, safety, appropriate staffing, and compliance with Village expectations.
- Assists with Village-wide special events, including scheduling, staffing, logistics, equipment, setup, vendor coordination, public communication, and post-event evaluation.
- Researches recreation trends and recommends new programs, partnerships, services, and events that respond to community interests.

Facility and Rental Operations

- Coordinates facility reservations and rentals, including responding to inquiries, conducting facility tours, preparing rental agreements, scheduling staff, communicating with renters, and ensuring compliance with Village policies.
- Oversees assigned operations at the Katherine Legge Memorial Lodge and Park, including rentals, programs, events, programs customer service, facility readiness, and coordination with renters, vendors, and Village staff.
- Supports the promotion and use of the Katherine Legge Memorial Lodge, park shelters, athletic facilities, and other recreation spaces for community, private, nonprofit, and corporate activities.
- Conducts routine inspections and risk-management assessments of facilities, parks, programs, and events. Reports maintenance, repair, safety, and security concerns to the appropriate staff.
- Coordinates minor facility needs and submits work requests for maintenance and repairs. Communicates with Village departments, contractors, and vendors to ensure that facilities are safe, clean, functional, and ready for use.

Marketing and Community Outreach

- Assists with the development and implementation of annual marketing and community outreach strategies for recreation programs, facilities, rentals, and special events.
- Develops or coordinates content for seasonal brochures, newsletters, flyers, social media, websites, signs, press releases, and other promotional materials.
- Promotes Village recreation facilities and services through community partnerships, local businesses, schools, nonprofit organizations, professional associations, networking opportunities, and other outreach efforts.
- Responds promptly and professionally to program, rental, and facility inquiries and follows up with prospective customers and community partners.
- Collects and analyzes participation, rental, customer service, and facility-use information to evaluate programs and guide future marketing and operational decisions.

Supervision and Staff Development

- Recruits, interviews, hires, trains, schedules, supervises, and evaluates assigned part-time, seasonal, and temporary employees in accordance with Village policies.
- Provides leadership, training, instruction, and ongoing feedback to employees. Assigns and reviews work, establishes performance expectations, and maintains appropriate work and customer service standards.
- Addresses employee performance concerns and administers appropriate counseling or disciplinary action in consultation with the Parks & Recreation Superintendent and Human Resources.

Marginal Functions

- Prepares other reports and proposals, as needed pertaining to operations and programming
- Other duties as assigned.

Environmental Factors

Work is performed in an office environment and at various Village parks and recreation facilities. The position involves regular interaction with employees, program participants, renters, contractors, vendors, community organizations, and the general public. Work may involve exposure to inclement weather, temperature extremes, high noise levels, uneven terrain, crowds, and conditions commonly associated with recreation facilities, parks, and outdoor events.

The position must be available to work a flexible schedule that may include early mornings, evenings, weekends, and holidays.

Physical/Mental Requirements

Regularly required to sit, stand, walk, talk, hear, use hands to handle or operate equipment, and reach with hands and arms. Occasionally required to climb, balance, stoop, kneel, crouch, or crawl.

The employee must occasionally lift, carry, push, pull, or move supplies, equipment, tables, chairs, and other materials weighing up to 25 pounds. Specific vision abilities include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

The position requires the ability to work both independently and collaboratively, exercise sound judgment, manage multiple priorities, meet deadlines, resolve customer concerns, and remain professional during challenging or emergency situations.

Safety and Risk Management

- Ensures programs, events, facilities, equipment, and employees operate in compliance with all applicable safety policies, procedures, and risk management standards.
- Conducts routine safety inspections and risk assessments; identifies, reports, and helps correct unsafe conditions and work practices.
- Develops, implements, and enforces safe operating procedures and emergency response protocols.
- Provides and documents safety training for assigned employees and ensures compliance with required certifications and safe work practices.
- Investigates and reports accidents, injuries, incidents, and property damage; completes required documentation, including workers' compensation reports.
- Operates and ensures employees operate Village vehicles, tools, and equipment safely, while promoting a culture of continuous safety improvement.

Knowledge, Skills and Abilities

- Knowledge of the principles and practices of municipal parks and recreation administration, recreation programming, special-event coordination, facility operations, and customer service.
- Knowledge of facility rentals, event planning, marketing, community outreach, and recreation program development.
- Knowledge of supervisory practices, including recruitment, training, scheduling, performance evaluation, employee motivation, and corrective action.
- General knowledge of municipal budgeting, purchasing, payroll, recordkeeping, and administrative procedures.
- Knowledge of applicable federal, state, and local laws, regulations, and safety standards affecting recreation programs, facilities, employees, and public operations.
- Ability to plan, organize, implement, promote, and evaluate recreation programs, facility rentals, and community events.
- Ability to supervise, motivate, train, and provide direction to part-time, seasonal, temporary, and contractual personnel.
- Ability to establish and maintain effective working relationships with Village employees, elected and appointed officials, community organizations, contractors, vendors, volunteers, renters, program participants, and the public.
- Ability to communicate clearly and professionally, both verbally and in writing.
- Ability to prepare reports, proposals, correspondence, marketing materials, grant applications, operating procedures, and public presentations.
- Ability to provide excellent customer service and professionally address questions, complaints, conflicts, and sensitive situations.
- Ability to manage multiple projects and responsibilities simultaneously, establish priorities, meet deadlines, and adapt to changing operational needs.
- Ability to interpret and consistently apply Village policies, departmental procedures, rental requirements, safety standards, and program guidelines.
- Ability to analyze program participation, facility use, revenue, expenditures, and customer feedback and make appropriate recommendations.
- Proficiency with Microsoft Office applications and the ability to learn and effectively use RecTrac, Munis, and other Village software systems.
- Strong organizational, file-maintenance, recordkeeping, and follow-through skills.
- Ability to work independently while contributing effectively as a member of the department and Village team.

Position Requirements

A bachelor's degree from an accredited college or university in parks and recreation administration, recreation management, hospitality, public administration, business administration, or a related field is preferred.

A minimum of two years of progressively responsible experience in recreation programming, facility operations, event management, hospitality, or a related field is required. Experience in a municipal parks and recreation department is preferred.

Ability to obtain a CPRP within 1 year of employment.

Process

The selection process includes an application process, interview process, background check, and post-offer physical and drug screening. The position is open until filled. The position is expected to be filled as soon as the interview process and background checks are completed.

Interested candidates should submit an application, resume and a cover letter to the Village of Hinsdale, Village Manager's Office, Attn: Human Resources, 19 E. Chicago Hinsdale, IL 60521, e-mail: hr@villageofhinsdale.org. Visit www.villageofhinsdale.org/jobs for a job application. The Village is an EOE employer.