



Recreation Program Supervisor I - Early Childhood/Youth Enrichment

Village of Orland Park

Contact Name: Allison Cann

Contact E-mail: acann@orlandpark.org

Contact Phone: 708-403-6144

Closing Date:

Salary: \$67,599-\$94,637 with an anticipated hiring range of \$67,599-\$81,118

Description:

Opportunity at a Glance

The Village of Orland Park is a sprawling, vibrant community offering a vast array of leisure amenities to our residents. Our Recreation Department takes pride in providing safe places, facilities and programs which promote physical, mental and social activity to participants of all ages. We are currently seeking an energetic, outgoing, exemplary customer service focused individual to join our team as **Program Supervisor I - Early Childhood/Youth Enrichment**. This fun, rewarding position is responsible for the planning, coordination, review and oversight of leisure services and programs. This role is crucial for fostering a supportive and enriching environment for young participants, promoting their development through structured recreational activities.

Key Responsibilities

The Recreation Program Supervisor I - Early Childhood/Youth Enrichment is a pivotal position responsible for the overall management and operation of recreation programs. This role is essential for fostering a positive environment for both staff and participants.

Lead the hiring process for preschool, day camp, and early childhood/youth programs. Conduct comprehensive training to ensure all personnel are well-prepared and aligned with program goals. Establish performance standards and regularly assess staff effectiveness, providing constructive feedback and motivation. Address any staffing issues promptly and fairly, maintaining a supportive and efficient team environment. Create a comprehensive range of recreational programs tailored to various age groups and interests, ensuring inclusivity and engagement. Manage all aspects of a large-scale day camp, coordinating over 60 seasonal staff and various activities, including weekly field trips and pool outings. Develop and implement safety protocols for all programs, training staff to handle emergencies effectively.

Participate in budget preparation and monitor expenditures to ensure financial viability of programs. Approve invoices, manage payroll input, and handle purchasing of supplies to support program operations. Negotiate and monitor contracts with external program providers, ensuring compliance

with insurance and risk management policies.

Assist in planning and executing special events that engage the community and promote recreational offerings. Collaborate with media teams to create effective marketing materials to promote programs and events. Act as a liaison for parents and participants, addressing concerns and feedback to continuously improve program offerings. Conduct regular evaluations of all programs to assess effectiveness and identify areas for enhancement. Incorporate feedback from staff, participants, and parents to inform program development and operational strategies. Step in as a substitute instructor when necessary, ensuring continuity and quality of programming during staff absences.

Qualifications, Knowledge, Skills

The ideal candidate will have a Bachelor's degree in Recreation or a related field along with two (2) years of recreation and/or cultural program planning and administration experience in designing, implementing, and supervising recreational programs, with a focus on preschool, youth, early childhood and day camps; staff supervisory experience is required. An exemplary customer service orientation and an ability to inspire others to be client focused are necessary. An ongoing willingness to work in a team environment is expected. Outstanding interpersonal, communication and organizational skills are also required along with solid computer skills including Microsoft Office, proficiency and experience with Facebook, and other forms of social media. CPRP is preferred.

Hours: Full-Time, 40 hours per week. Must be available during weekday operational hours. As necessary, hours may include early mornings, afternoons and evenings. Some weekends in support of Village special events are required.

Compensation & Benefits

The Village of Orland Park offers a competitive market rewards package that includes a base salary range between \$67,599.00 and \$94,637.00. The anticipated hiring range is \$67,599 to \$81,118, depending on qualifications.

This position is eligible for the Village of Orland Park's comprehensive employee benefits program which includes multiple medical plan designs offered through Blue Cross Blue Shield of Illinois, dental, vision, life insurance, and an employee wellness program. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) plan with Nationwide Retirement Services.

The Village of Orland Park also provides for paid vacation, personal, sick days, and holidays.

Interested candidates are encouraged to apply in a timely manner.