



Recreation Supervisor

Park District of Forest Park

Contact Name: Dr. Jeff Murphy

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Contact Phone: 708-366-7500

Closing Date:

Salary: \$60,000

Description:

Join the Park District of Forest Park Team!

Where our staff says, "Every Day is a Walk in the Park!"

The Park District of Forest Park is seeking an energetic, organized, and community-minded professional to join our team as a Recreation Supervisor.

Under the direction of the Superintendent of Recreation, the Recreation Supervisor is responsible for planning, coordinating, budgeting, and implementing of a variety of recreation programs and services.

Key Responsibilities

The recreation supervisor will be responsible for planning, hiring/staffing, budgeting, and implementing the following:

- Summer Day Camp and Year-Round Camp Programs
- Special Events
- Dance Programs
- Youth Programs
- Adult Programs
- Designing and reinventing new Programming Services and Special Events
- Additional recreation programs and responsibilities as assigned

This position requires an individual who enjoys working in a fast-paced, community-focused environment and is comfortable balancing program administration with hands-on involvement in programs and special events.

Education & Experience

Qualified candidates should have experience and/knowledge:

- A bachelor's degree (required) with a preference for a degree in Park and Recreation Management, Recreation Administration, or a related field

- A minimum of three years of recreation experience
- Experience in camp operations, recreation programming, and special events is preferred
- A valid driver's license
- Microsoft Office
- Google Suite
- Registration Software – Amilia
- Select Communication Apps – Basecamp and When to Work
- CPR/AED/First Aid Certification (will provide certification if needed)

Position & Benefits

This is a full-time, year-round, exempt salaried position.

The Park District of Forest Park offers a comprehensive benefits package that includes:

- Medical insurance – 100% Paid Employee and Family
- Dental insurance – 100% Paid Employee and Family
- Vision Insurance – 100% Paid Employee and Family
- IMRF pension
- Paid vacation (after a year of service)
- 12 Paid holidays
- 3 Personal Days
- One Paid Sick Day/Month

The position requires a flexible schedule, working a 40-hour work week and may include evenings, weekends, and holidays based on programs, events, and District needs.

Must successfully complete a physical exam, drug screening, background check, and road test. Strong organizational, leadership, and communication skills are essential.

If you're passionate about recreation, enjoy creating memorable community experiences, and are ready to bring energy and creativity to a busy recreation department, we'd love to hear from you!

Come join our team and discover why every day really can be a walk in the park!

To Apply: Email your resume to Dr. Jeff Murphy, jmurphy@pdofpstaff.org