



Recreation Supervisor

Kankakee Valley Park District

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Closing Date:
Salary: \$42,000 - \$48,000

Description:
Kankakee Valley Park District
Recreation Supervisor
Position Type: Full-Time, Exempt
Department: Recreation
Reports To: Superintendent of Recreation

Position Summary

The Kankakee Valley Park District is seeking a Recreation Supervisor with a focus on Youth Programming & Athletics to plan, develop, supervise, and evaluate a diverse portfolio of youth recreation and athletic programs.

This position will oversee youth programs, school-age programming, seasonal camps, athletic leagues, clinics, tournaments, open gyms, and related events. The ideal candidate is an organized, hands-on recreation professional who enjoys developing programs, leading staff, building community partnerships, and being actively involved in program operations.

This position requires schedule flexibility, including early mornings, evenings, weekends, and seasonal hours based on programming.

Essential Duties

Youth Programming & Camps

- Plan, implement, supervise, and evaluate youth recreation programs, Summer Kamp, school-day-off camps, and seasonal break programs.
- Develop age-appropriate activities incorporating recreation, athletics, enrichment, field trips, and special events.
- Provide on-site leadership for program operations, staff supervision, participant arrival/dismissal, behavior management, and family communication.
- Develop new youth programs and evaluate existing offerings based on community needs, participation, trends, and performance.

- Plan and support youth and family events, including staffing, supplies, setup, operations, and evaluation.

School-Age & Partnership Programming

- Coordinate KVPD's daily operations for before-school, after-school, and other school-based programs.
- Recruit, train, schedule, supervise, and evaluate Lead Counselors, Youth Counselors, substitutes, and assigned program staff.
- Coordinate with school and community partners regarding facilities, schedules, participants, safety, communication, and program expectations.
- Ensure established procedures are followed for attendance, dismissal, supervision, behavior, incidents, emergencies, and parent/guardian communication.
- Maintain required participation, grant, partnership, and program documentation and support the continued development of youth partnerships.

Athletics

- Plan, organize, supervise, and evaluate youth and adult leagues, tournaments, clinics, open gyms, and recreational sports programs.
- Coordinate registrations, teams, schedules, standings, rules, officials, staffing, participant communication, and league documentation.
- Oversee programs including softball, volleyball, basketball, pickleball, disc golf, open gyms, and future athletic offerings.
- Recruit, schedule, and supervise athletic staff, officials, instructors, volunteers, and contracted personnel.
- Maintain relationships with athletic organizations, coaches, officials, participants, and community partners.
- Coordinate with Facilities and Parks/Maintenance regarding facility scheduling, field preparation, equipment, weather, cancellations, and operational needs.
- Maintain athletic equipment and inventory while identifying opportunities for new programs, leagues, clinics, tournaments, and partnerships.

Administration & Leadership

- Prepare and monitor assigned program budgets, revenues, expenditures, participation, and overall performance.
- Maintain accurate program, staff, attendance, incident, evaluation, and inventory records.
- Respond professionally to participant, parent, coach, staff, and community questions or concerns.
- Coordinate with Marketing on program promotion, schedules, information, and community outreach.
- Maintain regular communication with the Superintendent of Recreation regarding operations, staffing, partnerships, concerns, and upcoming needs.
- Maintain an active presence at assigned programs, camps, leagues, and events and enforce District policies and safety standards.
- Perform other duties as assigned.

Qualifications

Education: Bachelor's Degree in Parks & Recreation, Recreation Administration, Sports

Management, Education, or a related field preferred. A combination of relevant education and progressively responsible experience may be considered.

Experience: Two years of progressively responsible experience in recreation, athletics, youth development, camps, or school-age programming preferred. Experience working with youth and families is required. Staff supervision and direct program or league management experience are strongly preferred.

Knowledge, Skills & Abilities

- Knowledge of youth programming, camps, athletics, leagues, and tournaments.
- Ability to recruit, train, schedule, supervise, and develop staff.
- Strong leadership, organization, communication, judgment, and problem-solving skills.
- Ability to manage multiple programs, schedules, facilities, deadlines, and priorities.
- Ability to develop programs, grow participation, and monitor budgets and program performance.
- Ability to establish effective relationships with families, schools, community partners, staff, officials, and other District departments.
- Proficiency with computers and applicable recreation/administrative software.

Schedule

This is a full-time position requiring flexibility based on program operations. The Recreation Supervisor should expect early-morning and after-school programming, summer and school-break camps, evening athletic programs, weekend leagues/tournaments/events, and seasonal schedule adjustments.

Licenses & Certifications

- Valid Illinois Driver's License and reliable transportation required.
- CPR/AED/First Aid certification required within a District-established timeframe.
- IPRA/IAPD professional involvement encouraged.

Physical Requirements

Ability to actively supervise indoor and outdoor programs and events; sit, stand, walk, bend, and remain active for extended periods; work in varying seasonal conditions; and lift/move program supplies and equipment up to 50 pounds.