



Recreation Supervisor - Weber Leisure Center

Skokie Park District

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Closing Date:

Salary: \$58,000-\$62,000 (DOQ)

Description:

The pay range for this position is \$49,614 - \$74,420. The anticipated hiring range is \$58,000 - \$62,000, DOQ.

The Skokie Park District is seeking an enthusiastic, organized, and community-focused Recreation Supervisor to join the team at Weber Leisure Center. The Recreation Supervisor is responsible for developing, coordinating, and overseeing a wide range of early childhood programs, youth sports leagues, camps, contractual programs, and special events. The ideal candidate is a collaborative leader who thrives in a fast-paced recreation environment and is passionate about providing high-quality programs and exceptional service to the community.

Essential Duties:

- Hire, train, schedule, supervise, and evaluate part-time and seasonal staff, instructors, officials, coaches, volunteers, and camp staff.
- Lead the Community Youth Basketball League (CBL), including league scheduling, team management, coach and volunteer placement, marketing, and game-day operations.
- Develop and oversee youth sports leagues, recreation programs, workshops, camps, and special events for a variety of ages and interests.
- Coordinate open gym opportunities, including basketball and volleyball, as well as Tiny Tot Open Gym programming.
- Oversee contractual recreation programs and camps offered by community partners and outside organizations.
- Plan and supervise school break and holiday programming for early childhood and school-age participants.
- Coordinate sports-related special events such as the 3-on-3 Tournament, Holiday Hoops, and Turkey Toss.
- Oversee assigned summer camps, including program calendars, activities, staffing, supplies, transportation, field trips, and daily operations.
- Develop program fees and budgets and monitor program revenues and expenses.

- Evaluate community needs and identify opportunities for new programs, camps, leagues, and special events.
- Assist with District-wide events, including the Eid Celebration, 4th of July, Festival of Cultures, and Backlot Bash.
- Work cooperatively with facility staff to coordinate schedules and program space using RecTrac.
- Participate in District committees, initiatives, trainings, and special events.
- Respond to facility, participant, and staff emergencies as needed.

Position Qualifications:

Education:

Bachelor's degree in Recreation Management, Sports Management, or a related field preferred.

Experience:

Previous experience organizing youth sports leagues, camps, and recreation programs, along with knowledge of sports and recreational activities appropriate for different age groups.

The successful candidate will ideally have:

- One to three years of staff supervisory experience.
- Experience with program budgeting and financial management.
- A strong background in coordinating and leading summer camps.
- Excellent organizational, communication, and customer service skills.
- The ability to work collaboratively with staff, parents, participants, volunteers, and community partners.
- The ability to work independently and manage multiple programs and priorities.
- Proficiency in Microsoft Office, including Word, Excel, PowerPoint, and Outlook.
- Experience with RecTrac registration software is highly preferred.

Certifications & Requirements

- Must obtain and maintain current CPR/AED certification.
- Must possess a valid Illinois driver's license.
- CPRP (Certified Park and Recreation Professional) certification is preferred.
- Reliable transportation is required, as this position travels to District facilities, park and camp sites, meetings, trainings, and events.
- Availability outside traditional business hours may be required for leagues, programs, special events, camps, and emergency situations.

The Skokie Park District is an Equal Opportunity Employer. Click [here](#) to apply on the Skokie Park District website: Job Opportunities