



Recreation Supervisor

Oak Lawn Park District

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Closing Date:
Salary: \$45,000 - \$47,000 DOQ

Description:

The Recreation Supervisor is responsible for planning and leadership of various programs offered through the Recreation Department of the Park District. Programs consist of: Day Camp, Pre-School, Dog Obedience Classes, Tot Programs, some Special Events and other duties as assigned. The Recreation Supervisor assists in the immediate supervision of part-time staff and staff/instructors.

QUALIFICATIONS:

Graduate of an accredited college or university with a major in parks and recreation or a closely related field; at least one year experience in a community recreation setting, CPRP or eligibility preferred.

IMMEDIATE SUPERVISOR:

Oak View General Manager

DUTIES AND RESPONSIBILITIES

ESSENTIAL FUNCTIONS

- Assists the Oak View General Manager in hiring of part-time instructors and recruitment and assignment of volunteers and student interns.
- Assists in training and supervising of program assistant part-time staff and volunteers.
- Plans programs/special events and prepares written descriptions for brochure.
- Maintains required records on programs, monthly reports and periodic special reports.
- Prepares budget estimates for programs and monitors program expenditures for department programs.
- Works cooperatively with all other departments of the district to enhance the overall quality of all district programs and to promote department programs as assigned.
- Participates in inter-departmental in-service training programs as assigned.
- Maintains liaisons with professional organizations and participates in state training, educational and certifications or programs as directed.
- Obeys and enforces all practical safety rules, regulations and procedures established by the safety program
- Evaluates the effectiveness of services and makes recommendations on modifications of existing programs or introduction of new ones.

- Ability to work with computer software system to input programs, create reports, etc.
- Works the Oak Lawn Park District's mandatory holiday events
- If a major event occurs that limits park district operations or forces a park district shut down and restricts employee from performing their normal job duties they may be assigned to duties outside of their job description as warranted by the situation.
- Assist in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties
- Other duties as assigned.

MARGINAL FUNCTIONS

- Attends Park District Board Meetings as required.
- Cooperates with outside agencies to promote services by attending meetings, serving on committees, etc.

PHYSICAL CONSIDERATIONS

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is frequently required to sit, see, talk and hear. The employee frequently uses hands to grasp phone or sort documents and fingers to depress keys on computer or office equipment. The employee is occasionally required to stoop, crouch or reach to retrieve supplies and files.
- Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
- Has the ability to transport self from one location to another to lead programs at various locations.

PSYCHOLOGICAL CONSIDERATIONS

- Ability to develop and maintain positive and effective working relationships with subordinates and to promote and maintain high morale and enthusiasm.
- Ability to work well with general public.
- Ability to work well with minimal supervision and to produce accurate work on a timely basis.
- Ability to work well under stress.
- Ability to work flexible hours to meet deadlines.

ENVIRONMENTAL CONSIDERATIONS

- Worker performs activities indoors and outdoors. Indoor environmental conditions will include lighting and temperature. Outdoor environmental conditions will include exposure to sunlight, temperature and other factors.

COGNITIVE CONSIDERATIONS

- Comprehensive knowledge of all phases of community recreation activities.
- Thorough knowledge of the principles, practices and objective of community park and recreation philosophies to governmental authorities, private groups and agencies and the general public.
- Ability to organize and direct the work of professional, technical, skilled clerical and semi-skilled employees.
- Ability to perform required duties with initiative, good judgment accuracy, creativity, integrity, tact and courtesy.
- Ability to communicate effectively verbally and in writing.
- Ability to use good safety awareness and judgment in all aspects of the position.

REQUIRED CERTIFICATIONS

- CPR/ First Aid

BENEFIT OPPORTUNITIES

Our employees are our most valuable asset that's why at the Oak Lawn Park District we are committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure, and maintain a work/life balance.

- Medical, Dental, and Vision Insurance
- Employee Assistance Program
- Monthly Healthy Living Meetings
- Paid-Time Off (Vacation, Sick-time)
- 14 Paid Holidays (Birthday included)
- Employee discounts at park district facilities and programs

APPLY: <https://olparks.bamboohr.com/careers/138>