



## **Recreation Supervisor**

### **Village of Algonquin**

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**Closing Date:** 2026-10-30

**Salary:** Starting at \$23-\$25 per hour

#### **Description:**

The Village of Algonquin's Recreation Department seeking a creative, enthusiastic and motivated recreation professional to join our team as a part-time Recreation Supervisor. This role focuses on planning, coordinating, and delivering a variety of recreational programs, events, and facility rentals that enhance the quality of life for our community.

The ideal candidate is organized, adaptable and passionate about providing high-quality recreation experiences. We are looking for someone who values teamwork, communicates effectively, and truly takes pride in their work. If you enjoy working collaboratively, creating meaningful experiences, and making a positive impact in the community, we invite you to apply to become part of the Village of Algonquin Recreation Department.

#### **KEY RESPONSIBILITIES:**

- Plan, develop, implement, and evaluate innovative recreation programs that respond to community needs; conduct regular program visits and assess performance of offerings. Program responsibilities may include in-house and contractual athletics, adult and youth general programming, dance and fitness, martial arts, gymnastics, small-scale events, and early childhood programs.
- Assist with the planning, coordination, and implementation of special events.
- Administer program contracts in accordance with Village policies, including preparation and management of independent contractor agreements and required documentation.
- Oversee all aspects of facility rentals from initial inquiry through event completion, including customer communication, scheduling, and coordination with Public Works for maintenance and setup needs.
- Manage coordination with Community Development and Public Works for special event permits related to tournaments and events utilizing park facilities.
- Assist in the development and monitoring of assigned program budgets, including tracking revenues and expenditures and providing input on adjustments.
- Review and submit program invoices through Tyler Parks and Recreation and monitor purchase order (PO) blankets to ensure timely processing with Finance.
- Oversee program registration processes, including managing updates, resolving issues, and processing refunds within the registration system.

- Respond to public inquiries and concerns related to recreation programs, services, and facilities, ensuring timely and professional resolution.
- Act as a liaison to assigned affiliate groups, maintaining strong working relationships and ensuring alignment with department goals and policies.
- Plan and submit program content for seasonal brochures; coordinate promotional materials in collaboration with the Recreation Manager.
- Maintain accurate and up-to-date program information within the recreation software system (Tyler Parks and Recreation) and supporting documentation for brochure development.
- Compile data and contribute to the development of annual reports, including program outcomes and performance metrics.
- Provide functional oversight of program staff, contractors, and volunteers during program and event operations.

**REQUIREMENTS (education/experience):** The ideal candidate will have a Bachelor's degree in Parks and Recreation, Recreation Management, or a related field, and preferably a minimum of two (2) years of experience in recreation programming, event coordination, facility operations, or a related field. A Certified Park and Recreation Professional (CPRP) credential is preferred. Candidates must possess or be able to obtain First Aid/CPR/AED certification within six (6) months of hire. A valid driver's license is required.

**REQUIREMENTS (skills):** The ideal candidate will demonstrate strong customer service skills with the ability to interact professionally and courteously with the public. They will possess excellent organizational, problem-solving, and time-management abilities, along with an attention to detail and accuracy. This role requires the ability to multitask, adapt to changing priorities, and work effectively in a team-oriented environment. Proficiency in Microsoft Office, knowledge of modern office practices, and the ability to handle cash transactions and maintain confidentiality are essential, along with a solid understanding of basic mathematics and the ability to follow written and verbal instructions. Experience with Tyler Park and Rec software is a plus.

**TO APPLY:**

Interested candidates are required to complete and submit an employment application and resume.