



Recreation and Facilities Supervisor-Part Time

Chicago Ridge Park District

Contact Name: Jennifer Grabowski

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Contact Phone: 708-423-3959

Closing Date:

Salary: \$20-\$25/hour

Description:

RECREATION

Develop, organize, and oversee a variety of recreation programs such as youth, youth athletics, adult, senior, cultural arts, adult athletics, and seasonal events

- Monitor program performance and participation levels; make adjustments to improve offerings
- Coordinate and execute special events, leagues, camps, and community activities with the Superintendent of Parks and Safety
- Ensure safe program operations by enforcing policies, procedures, and risk management practices
- Prepare and maintain accurate records, reports, and program documentation
- Monitor program registrations daily to assess programming viability, track patrons classes/programs, and assess future adjustments to programming
- Assist with brochure content, marketing materials, and community outreach efforts
- Report customer feedback and concerns to the Superintendent of Parks and Safety
- Evaluate trends and community needs to develop innovative programming
- Create programming for brochure, assist in development of brochure, and assist in overall layout of brochure
- Create press releases for local newspapers highlighting upcoming programming

FACILITY SUPERVISOR

- Open/Close a facility as needed/scheduled
- Handle daily operations of the facility including staff management, operations as it pertains to the facility
- Provide quality customer service to all guests/patrons
- Relay concerns to appropriate staff (Facility Manager, Maintenance Superintendent, Superintendent of Parks & Safety)
- Assist in permit applications/fitness memberships/fitness tours/class registration/account creation