# Recreation Supervisor - Early Childhood Preschool, Cultural Arts, and Adult/Senior

Roselle Park District

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**Closing Date:**
**Salary:** $50,000-$60,000 DOQ

**Description:**
Are you passionate about bringing people together and making a difference in the community? We're looking for an enthusiastic and organized Recreation Supervisor to join our team!

In this role, no two days are exactly alike! This position oversees a diverse mix of recreation programs, including Early Childhood Preschool, Cultural Arts, and Adult/Senior programming. From dance and theatre productions to preschool activities, art and music classes, and senior trips, this role offers the opportunity to be creative, build relationships, and help shape memorable experiences for participants of all ages.

**A Snapshot of What You'll Do**

· Develop, coordinate, supervise, and evaluate recreation programs.
· Lead Early Childhood Preschool, Cultural Arts, and Adult/Senior programming.
· Recruit, hire, train, schedule, and support part-time staff and instructors.
· Coordinate dance, theatre, music, art, camps, trips, performances, and special events.
· Prepare program budgets and monitor participation, revenues, and expenses.
· Develop seasonal brochure content and collaborate on program marketing.
· Build positive relationships with participants, parents, staff, community organizations, and program partners.
· Coordinate facilities, equipment, supplies, and program setups.
· Lead senior trips and drive the District's 15-passenger vehicle when needed.
· Work with WDSRA to coordinate inclusion support for participants.
· Evaluate existing programs and identify opportunities for new programs and continued growth.
· Pitch in where needed and be an active part of the District team.

**You Might Be a Great Fit If You...**

- Have experience in recreation programming, parks and recreation, or a related field.
- Have experience supervising staff, instructors, or volunteers.
- Are organized and can confidently manage multiple programs, deadlines, and events at once.

- Enjoy working with everyone from preschool families to older adults and instructors.
- Have experience with budgeting, program evaluation, and administrative responsibilities.
- Communicate well and enjoy collaborating with others.

A bachelor's degree in recreation, parks and recreation administration, sports management, or a related field is preferred, along with progressively responsible experience in recreation programming. CPR certification is preferred; candidates who are not currently certified will be required to obtain certification within 30 days of hire. Candidates must also possess a valid Illinois Driver's License. This is a full-time, exempt, benefit-eligible position that may require occasional evening and weekend hours to support programs, events, and other District needs.

This is a full-time exempt position; annual salary is **$50,000-$60,000 DOQ**

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package, including: • Medical Coverage, PPO, HMO and HDHP (high deductible health plan) • Dental Coverage • Prescription Coverage • Vision Insurance • Life Insurance (basic & voluntary) • Short- and Long-Term Disability (IMRF) • Pension / Defined Benefit Plan (IMRF) • 457 Plan / Defined Contribution Plan (optional) • Paid Holidays, Floating Holidays, Vacation, Sick Time • Professional Membership Dues • Park District Facility Discounts and Usage Benefits

**If you're looking for a recreation position where you can be creative, take ownership of programs, lead a great team, and make a visible impact in the community, we encourage you to apply!**

Apply online at https://www.applitrack.com/rparks/onlineapp/