Recreation Supervisor - Athletics

Norridge Park District

Contact Name: Brian Kucharski
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Closing Date:
Salary: $50,000 - $60,000 DOQ

Description:
RECREATION SUPERVISOR – ATHLETICS

Are you passionate about sports, recreation, and bringing people together? Do you enjoy leading a team, developing programs, and creating experiences that keep a community active?

The Norridge Park District is looking for an energetic, organized, and hands-on Recreation Supervisor to lead and grow our athletic and recreation programs. This is a great opportunity for someone who enjoys being involved in all aspects of athletics, from developing leagues and coordinating programs to working alongside staff, coaches, and participants.

Join our team at the Norridge Park District!
Established in 1955, the Norridge Park District serves Norridge and portions of Harwood Heights, providing recreational opportunities for residents of all ages. From youth sports and community events to fitness and enrichment programs, our goal is to bring people together through recreation.

Our athletic facilities include multiple ball fields, soccer fields, basketball courts, pickleball and tennis courts, and a gymnasium that keeps our community active throughout the year.

Make an Impact: Help grow established programs and introduce new athletic opportunities for youth and adults.

Be a Leader: Work with a great team of full-time and part-time staff, instructors, coaches, and officials.

Get Involved: Be part of the action! This is a hands-on position where you will see your work make a difference in the community.

What You'll Do:

- Plan, develop, coordinate, and evaluate athletic and recreation programs, including youth and adult soccer, flag football, basketball, volleyball, enrichment programs, and more.
- Recruit, hire, train, schedule, supervise, and evaluate assigned staff, instructors, coaches, referees, and Park Supervisors.
- Develop and manage program budgets while monitoring revenues, expenditures, and overall financial performance.
- Identify opportunities to expand existing programs and introduce new activities based on community interests.
- Coordinate athletic facilities, field rentals, tournaments, and program operations in collaboration with the Maintenance Department.
- Share responsibility for coordinating the Leyden League with neighboring park districts.
- Assist with special events, community activities, marketing, and seasonal program promotions.
- Monitor program participation, customer satisfaction, equipment, and overall program quality.
- Provide excellent customer service while building positive relationships with participants, families, staff, and community partners.

What You Bring:

Experience & Education:

- Bachelor's degree in Recreation, Parks and Recreation, or a related field preferred.
- Minimum of two years of progressively responsible recreation experience, including program development and staff supervision.
- Experience supervising part-time, seasonal, contract, or volunteer personnel.

Skills & Qualifications:

- Strong leadership, organizational, and communication skills.
- Knowledge of athletic programming, recreation operations, and community services.
- Ability to manage budgets and maintain financial accountability.
- A team-oriented approach with the ability to work independently and collaboratively.
- Valid Illinois Driver's License.
- CPR/AED and First Aid certification preferred.

Work Environment:
This is a hands-on position that includes both indoor and outdoor work at our recreation facilities, athletic fields, parks, and community events. Evening and weekend hours are required based on program schedules, tournaments, and special events.

Benefits:

- Medical insurance plan options
- Dental and Vision insurance
- District – paid life insurance
- IMRF pension participation

- Paid vacation, personal days, sick leave, holidays and bereavement leave
- Free family membership to District facilities and discounts on programs
- Professional development opportunities
- Professional membership support