



Recreation Supervisor – Aquatics & Athletics

Northbrook Park District

Contact Name:
Contact E-mail:
Contact Phone:
Closing Date:
Salary: \$50,656+

Description:

The Northbrook Park District is seeking a hardworking, detail-orientated recreation professional to fill the position of Recreation Supervisor in the Athletics and Aquatics Department. Position is full-time with benefits.

Typical hours are Monday-Friday 9am to 5pm but vary frequently based on responsibilities. Must be available to work intermittent evening and weekend hours depending on programming and meeting needs. Attendance is required at all department and most division special events.

Qualifications: Degree from a four-year college or university with major course work in recreation management or a related field, supplemented by one (1) to three (3) years' experience in aquatics including lifeguard certification, training, and swim lesson coordination. Candidates must possess strong skills in leadership, creative programming, computer applications and budget management. Candidate must have the ability to quickly become an effective, contributing member of a team. Excellent customer service and communication skills are required. CPRP preferred.

Duties and Responsibilities: Responsible for all aspects of planning, budgeting and supervision of two aquatic facilities, outdoor swim lessons, youth flag football league, velodrome operations, instructional youth sports, the annual youth triathlon and Greenbriar Gym operations including scheduling, staffing, open gyms and rentals. This position also is responsible for working with affiliate groups and several independent contractors and community partners. Recruit, hire, train, supervise and evaluate 90-100 part-time staff and volunteers. Purchase, distribute and maintain proper inventory of all supplies and materials. Assist with marketing/promotion of programs and coordination of field set-up and maintenance.

Apply online at nbparks.org/jobs. Submit a cover letter and resume along with your completed online application.

No phone calls please.