



## Recreation Supervisor

### Homewood-Flossmoor Park District

**Contact Name:** Stephanie Simpson  
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**Contact Phone:**  
**Closing Date:** 2019-02-25  
**Salary:** \$40,727 - \$47,200 DOQ

#### **Description:**

**DEADLINE/START DATE:** Resumes accepted through Feb. 22. Target start date is on/before April 1.

#### **GENERAL DESCRIPTION:**

Under the supervision and direction of the Superintendent of Recreation, the Recreation Supervisor is responsible for the planning, organization, and supervision of specific assigned recreation programs and facilities. The Recreation Supervisor shall act as a general assistant to the Superintendent of Recreation and shall represent her at meetings, workshops, conferences, and in other relationships as assigned.

#### **QUALIFICATIONS AND EDUCATION:**

- Bachelor's degree in Recreation, Sports & Tourism, or related field from an accredited college
- A minimum of 1-3 years in a similar role
- CPRP certification
- Experience in budgeting, marketing and Rec Trac software preferred
- Must have a valid Illinois driver's license and current CPR certification (or obtainable within 6 months)

#### **ESSENTIAL DUTIES:**

- Plan, direct, implement and evaluate Park District programming for Adult-Youth Athletic Leagues and programs, a variety of summer programs/camps, special events, and act as a secondary for the Before/After School program.
- Prepare individual budgets for each of your programs plus perform program analysis at end of each program
- Maintain accurate program records and monitor financial accounts
- Recruit, lead, train and supervise part-time staff and volunteers for your programs
- Document staff trainings, conduct evaluations, confirm part-time staff maintains appropriate certifications and licenses (when applicable)
- Reward and discipline staff
- Plan and conduct in-service training for all staff and volunteers
- Attend conferences, workshops, and seminars as they pertain to this role

- Assist with districts special events
- Visit sites and facilities to monitor and evaluate programs
- Apply and interpret Park District policies
- Solicit sponsors and donations for programs
- Establish good community relations servicing the area
- Address complaints and problem-solve

Preference will be given to an individual with at least two years of experience in recreation and at least one year of experience in sports and athletics.

General work hours are from 9:00am to 5:00pm plus evenings, weekends and holidays as required.

**TO APPLY**

- Go to [www.hfparks.com/employment](http://www.hfparks.com/employment) to submit CV, cover letter and a fillable application. Job #131