



Full-time Recreation Supervisor (Athletics)

Fox Valley Park District

Contact Name: Lisa Santoiria
Contact E-mail: lsantoria@fvpd.net
Contact Phone: 630-966-4517
Closing Date: 2019-05-10
Salary: \$41,600/yr

Description:

To apply please complete an online employment application on our website:
www.foxvalleyparkdistrict.org

Location: Eola Community Center, 555 S. Eola Rd., Aurora, IL 60504

Website: www.foxvalleyparkdistrict.org

Salary: \$41,600/yr – Depending on Qualifications

Qualifications: Bachelor's degree in Recreation, Sports Management or related field and at least three years related experience; and/or equivalent combination of education and experience. Previous supervisory experience overseeing various athletic programs, camps and leagues required. Experience and understanding of park and recreation administration, program planning and budgeting, personnel management, marketing and safety is required. Excellent customer service skills with strong communication skills in both verbal and written format. Effective at building and maintaining relationships with schools, community athletic affiliates and volunteer coaches. Strong organizational and time management skills with attention to detail is essential. Proficient computer skills in MS Office Suite required with knowledge and experience in RecTrac Recreation software preferred and the aptitude to learn other systems. Bi-lingual in Spanish a plus. Must have a valid IL driver's license and provide own transportation.

Duties: Under the direction and supervision of the Facility Manager, the Recreation Supervisor is responsible for maintaining, developing, and evaluating current athletic programs and leagues while looking into new opportunities for revenue and expansion thru new programs, training camps, tournaments, and other services to meet the needs of our customers and the community. Duties include but are not limited to; planning, budgeting, publicizing, staffing, scheduling, purchasing, and safety of all assigned programs and events. Other duties include but are not limited to: updating brochure, marketing and public relations including news releases, coach and parent communications, program and facility management, staff training, class instruction and other duties as assigned. This is an at-will position.