



## **Program Supervisor**

### Village of Romeoville

**Contact Name:** Kelly Rajzer

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**Contact Phone:** 815-886-6222

**Closing Date:** 2021-12-10

**Salary:** \$65,000-\$70,000

#### **Description:**

The Village of Romeoville Parks & Recreation Department is seeking a Full-Time Program Supervisor. The department has a budget of \$8 million and a population of approximately 40,000 residents. Our mission is to improve the quality of life for the community by providing a variety of leisure time activities. To accomplish this, the department provides over 1,000 different programs and events.

#### **Job Summary:**

The Program Supervisor will develop, oversee, plan, and coordinate programming for all age groups – Early Childhood, Youth, Teen, Adult, and Senior. This position will also coordinate, plan, and assist with various special events held by the department. The Program Supervisor must be a strong and effective manager with the ability to train, inspire, motivate, and evaluate staff progress. They should be innovative to aid in the ongoing program development and growth. Must be able to establish a cohesive and team-oriented work environment. Program Supervisor must have a high level of professionalism to interact and correspond with participants, parents, contractors, and various organizations. Additional duties include the management (registration, payments, and correspondence) of a new dog park facility. Candidate may be required to get certified for pool operations and assist the Manager of Aquatic Facilities from time to time (new pool 2023). The Program Supervisor will be under the direction of the Superintendent of Recreation. The hours for this position are generally Monday through Friday 9:00am to 5:00pm; however, additional nights and weekends are required on a regular basis for program and event needs. Other duties as assigned.

#### **Qualifications:**

A Bachelor's Degree in Recreation or closely related field is required. A minimum of two years of experience in developing and administering recreation programming for all age groups is preferred. Knowledge and experience of planning and implementing Special Events is preferred. Strong communication skills and attention to detail is a must. Ideal candidate will have a strong understanding of appropriate programming for all ages and have the ability to be innovative, creative, and adaptable to change. Candidate should have basic knowledge of general budgeting and invoicing. RecTrac experience is desired.

This is a full-time, non-union position with excellent benefits including IMRF pension, in addition to

vacation, personal, and sick time. Salary range is \$65,000 to \$70,000 depending on qualifications and/or experience.

Questions? Contact Kelly Rajzer, Director of Parks and Recreation, at 815-886-6222 or email at [krajzer@romeoville.org](mailto:krajzer@romeoville.org) with any questions.

Closing date is December 10, 2021 or until filled. Submit resumes to Kelly Rajzer at [krajzer@romeoville.org](mailto:krajzer@romeoville.org) or 900 W. Romeo Rd., Romeoville, IL 60446.