



## Recreation Supervisor

### Woodridge Park District

**Contact Name:** Connie Curry

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**Closing Date:**

**Salary:** Range starting at \$49,305, offer will be made depending on qualifications

#### **Description:**

The Woodridge Park District located in Woodridge, Illinois has an opening for a Recreation Supervisor. As a five time Illinois Distinguished & Accredited Agency Award recipient, the Woodridge Park District serves approximately 35,500 residents with 690 acres of parks and sites offering over 1,000 programs each year. A person in this role is responsible for the administration of a variety of recreational activities and programs with a focus on Before and After School Program, Summer Camps, and Special Events.

#### **Essential Duties and Responsibilities:**

A person in this position has duties and responsibilities that include but are not limited to: planning, administering, and promoting recreation programs, events, trips, and services; acting as agency liaison to advisory committees as assigned; assuming responsibility for the entire operation and supervision of the programming areas assigned including: planning, organizing, making coordinating arrangements, preparing schedules and regulations, instructing personnel if applicable, recruiting volunteers if needed, and implementing each individual program; program development and assessment, brochure development, budget, record keeping, and requested reporting for assigned programs; introducing new ideas, updating old activities, and making recommendations for improvement of programs; recruiting, interviewing, training, supervising, and evaluating selected individuals for seasonal job openings as applicable to assigned programming; purchasing all related program materials and equipment; reviewing and approving payroll and time records for employees of assigned program areas; maintaining required records of activities, services and personnel (if applicable); and preparing and issuing news releases, information bulletins, special announcements, posters or other special publicity items with the Marketing and Community Engagement department. A complete job description is available upon request.

#### **Qualifications:**

- \* Minimum of a Bachelor of Science degree in recreation, leisure services, or related field.
- \* Minimum of one year of proven successful and progressive experience in the field of recreation.
- \* Certified Park & Recreation Professional preferred,
- \* Excellent verbal and written communication skills.
- \* Knowledge of computer software programs including Microsoft Office, Recreation software

(ActiveNet experience a plus), and the Internet.

- \* Ability to work effectively with the general public, cooperating agencies, businesses, organizations, civic groups, and park district employees.
- \* Ability to read, understand, remember, and interpret routine documents such as safety rules as well as communicate information therein.
- \* Ability to write routine reports and correspondences and to speak effectively before groups of participants or employees of the organization.
- \* Ability to identify and respond quickly to emergency situations.
- \* Ability to effectively problem solve and adapt to change.

Attributes:

We are seeking a dedicated individual who is a self-starter with an eye for detail that strives for excellence and has an innate ability to interact with the public, an staff; understands excellent customer service; possess strong organizational skills; strong written & oral communication skills; skilled in time management; and able to problem solve in unexpected situations,

Other Requirements:

This position requires a flexible work schedule which may include days, nights, weekends, and holidays based on assigned programs, special events, activities, and facility needs.

To apply online please follow this link:

<https://www.governmentjobs.com/careers/woodridge/jobs/3382587/recreation-supervisor?pagetype=jobOpportunitiesJobs>