



Recreation Supervisor Skokie Park District

Contact Name: Lynn Seebacher

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Contact Phone: 847-933-4357

Closing Date:

Salary: \$44,000 to \$54,000, DOQ

Description:

POSITION QUALIFICATIONS:

Must possess a Bachelor's Degree in Recreation and Park Administration, Early Childhood Education or a related field. One to two years relevant recreational programming work experience with tots and young children preferred. Summer Camp and recreational special event programming experience is preferred. Supervisory experience is required. Must be able to obtain and keep current CPR and AED certifications. We provide certification training. Prefer CPRP certification.

DUTIES:

The Recreation Supervisor will be responsible for the overall daily operations of the Exploritorium, named Chicagoland's "Top Rainy Day Destination" by the Chicago Tribune. The Exploritorium is housed within our Oakton Community Center. Visit www.exploritorium.org to learn more about the Exploritorium. This position oversees Exploritorium operations, programming, birthday parties, schedules group visits, supervises a summer camp program and develops, plans and oversees special events. Specific duties include:

1. Responsible for the overall operation and management of the Exploritorium including hiring, training, supervision, scheduling and evaluation of Exploritorium staff, special event staff and summer camp staff.
2. Plans, directs, implements and evaluates Exploritorium daily programming, Exploritorium birthday parties and assigned summer camps.
3. Develops, plans and oversees recreational special events and pop-up events.
4. Ensures that the Exploritorium is clean and operating up to the District's service, cleanliness and safety standards.
5. Maintains an inventory of program supplies; purchases supplies and equipment as needed following District purchasing policies and procedures.
6. Works as a team with other staff to assist with large District-wide special events.
7. Works with the Oakton Center Manager to prepare the annual budget for the Exploritorium, special events and summer camps. Reviews monthly budget reports to ensure that operations and programs are meeting budget goals.

8. Approves and submits payroll for staff that this position supervises.
9. Prepares and proofs content for seasonal brochures and other promotional marketing pieces.
10. Greets and interacts with the public in a courteous and knowledgeable manner.
11. Performs other duties as assigned by the Oakton Center Manager.

TO APPLY:

Complete online employment application and include resume. Click the link below to connect to our website and submit employment application.

<https://www.applitrack.com/skokieparcs/onlineapp/JobPostings/view.asp?AppliTrackJobId=474>