



BASE & Camp Supervisor

Park District of La Grange

Contact Name: Kevin Miller

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Contact Phone: 708-352-1762

Closing Date:

Salary: \$47,000-\$55,000 DOQ

Description:

HOW TO APPLY: Interested applicants should email Kevin Miller their Cover Letter and Resume at kevinmiller@pdlg.org

SCHEDULING & BENEFITS: This is a full-time, in-person, exempt (salary) position. Typical hours are Monday-Friday 7:30am-3:30pm with evening and weekend hours required, as determined by the Director of Recreation and BASE & Camp Manager.

We offer a generous benefits package that includes Medical Coverage (PPO or HMO), Dental Coverage, Vision Insurance, Hearing Coverage, Life Insurance, Voluntary Life Insurance, Pension Benefit Plan (IMRF), Paid Holidays, Personal Days, Accrued Vacation and Sick Time, FREE La Grange Fitness Membership, Discounted Programs and Rentals, Professional Development and Paid Membership Dues and Flexible Schedule.

GENERAL PURPOSE:

The BASE (Before & After School Experience) & Camp Supervisor is responsible, in conjunction with the BASE & Camp Manager, for the administration for assigned facilities and all BASE and camp programs including assigned services and projects. The employee follows the overall goals and objectives, activities, services, policies, and procedures as prescribed by the BASE and Camp Manager. The employee will be held accountable for providing customers a functional, attractive, safe, and accessible BASE and camp experience within limitations in the resources made available. The employee is also evaluated in terms of program management and quality of customer service.

QUALIFICATIONS, KNOWLEDGE, SKILLS:

A Bachelor's Degree in Education, Early Childhood-oriented, recreation or closely related field preferred. Must have good oral and written communication skills. Certified in CPR and First Aid is required within first 90 days of hire. Should have a valid Illinois Driver's License. Must be proficient at basic computer word processing software. Experience operating before and after school programs, camps or an equivalent combination of education and experience is strongly preferred.

PROGRAM OPERATIONS:

- Within established district goals, objectives, policies and procedures, plans and administers assigned BASE programs, special events, camps and services.
- Monitors the performance of BASE and camp program operations and assigned facilities.
- Monitors activity of participants and staff to ensure adherence to all safety rules and regulations. Park District and School facilities.
- Responsible for motivating staff to improve their work performance.
- Responsible for aesthetic appearance of all facilities in which BASE and camp programs are being programed and make sure equipment and supplies are in good working order.
- Constantly reviews and monitors facilities and make recommendations as to needed improvements.
- Evaluates the effectiveness of all services used and makes recommendations to the BASE and Camp Manager as well as the Director of Recreation.
- Prepares yearly, monthly, quarterly and periodic special reports, as required by the BASE and Camp Manager and the Director of Recreation.
- Provides feedback from staff and participants to BASE and Camp Manager.
- Seeks, interprets, and implements input from the public, schools and staff
- Maintains required records. Staff training hours, student attendance, etc.
- Makes day to day recommendations for facility improvements.
- Responsible for helping in promoting and executing fundraising events
- Assists in the execution of Park District special events.
- Plans, prepares and/or facilitates meetings and trainings with BASE and staff meetings.
- Drives 15 passenger bus for programing as required.

PERSONNEL MANAGEMENT:

- Recruits, interviews, selects, and supervises part-time personnel, within the BASE and Day Camp programs, in consultation with the BASE and Camp Manager and Director of Recreation. Communicates with all personnel and renders decisions associated with employment and related activities within the department.
- Nurtures culture of the program in a manner that promotes open and frequent communication among employees. Fosters teamwork to address and accomplish the desired goals of the program and agency.
- Evaluates employees' performance by completing regular evaluations. Responsible for overall supervision of employees and hold employees accountable for meeting deadlines.
- Provides all subordinates with specific guidelines and task instructions as necessary to ensure program effectiveness.
- Monitors all aspects of the BASE and Day Camp programs to ensure compliance with the Fair Labor Standards Act and all other district human resource policies, procedures, and regulations. Any unusual or unprecedented human resource or personnel occurrence or situation shall be quickly brought to the attention of the BASE and Camp Manager, ensuring that all proper documentation is followed as prescribed by the district's policies.

FISCAL MANAGEMENT:

- Assists in the budget planning, development of long-term planning/goals and program ideas and improvements.
- Communicates routinely with the BASE and Camp Manager in monthly bills, purchases and receipts
- Develops additional programs/events within the Recreation Department.
- Maintains a fiscal mind set when planning programs

CUSTOMER SERVICE:

- Maintains close contact with the population and guests served.

- Continually evaluates the effectiveness of the BASE and Day Camp programs, policies, and procedures from the standpoint of customer and participant response. In light of these findings, makes recommendations to the Director of Recreation as appropriate to improve the program's effectiveness and efficiency.
- Ensures a high-quality customer service experience
- Responsible for maintaining positive working relationships with BASE and Camp Manager, Director of Recreation, customers, co-workers, school district staff, Park District staff and Executive Director.

OTHER DUTIES & RESPONSIBILITIES:

- Serves on committees and focus groups as assigned by the Director of Recreation and the Executive Director.
- When approved by the Director of Recreation and Executive Director, attends professional conferences and workshops to further develop knowledge in related areas of responsibility.
- Appropriately resolves concerns, problems, and emergencies that arise.
- Performs other duties and special projects as assigned.