



## **Recreation Supervisor - Teens/Cultural Arts, Full-Time**

Park Ridge Park District

**Contact Name:** Julie Greve

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**Contact Phone:** 847-692-6911

**Closing Date:**

**Salary:** 49,200.00 - \$55,000.00 Salary/year

### **Description:**

The Park Ridge Park District is seeking a team member who will be responsible for planning, implementing, maintaining and evaluating a broad spectrum of general recreation programs including dance, music, theater along with general recreation programs, events and trips for teens along with summer camps to meet community needs. Selected individual will recruit, train, supervise, evaluate and coach part-time staff and volunteers according to the policies and procedures of the Park Ridge Park District. This position also coordinates the district-wide apparel bid and the American Camp Association Accreditation.

**Qualifications:** Requires two to three years of full-time experience in recreation programming for dance, music and teens. Excellent communication skills, and the ability to work within a fast-paced team environment with individuals of varying ages. An intermediate level of written and verbal communication in the English language is required as well as Microsoft Office Software. Knowledge of RecTrac Registration System, Paycom payroll system and MSI finance software a plus. Must be CPR/AED and First-Aid instructor certified or have the ability to become certified (through the Park District) within 12 months of hire date. A valid Illinois Driver's License is required in order to drive a District vehicle.

**Education:** Bachelor's Degree in Recreation, Sports and Tourism or related field. Certified Park and Recreation Professional preferred.

### **Availability:**

- Typical work-week is Monday through Friday with an approximate schedule of 8:30am – 4:30pm.
- Evening, weekend, and holiday hours are frequent and to be expected based on the needs of the programs and events.
- A minimum of three to four District wide events each year
- Selected individual is expected to be on duty whenever the need exists.

**Benefits:** We offer a generous health plan effective the first day of employment in addition to many other benefits including a pension through IMRF.

**View Full Job Description and Apply:**

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=154943&clientkey=B0740028DEE3C448CF2AD769B3A4602A>