



Program Supervisor - Racquet Sports Elmhurst Park District

Contact Name: Brian McDermott

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Closing Date:

Salary: Starting at \$55,423/year DOE

Description:

PLEASE APPLY ONLINE: <https://elmhurstpark.bamboohr.com/careers/180>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! With a population of 45,556, the Park District manages 462 acres of parkland within 28 parks ranging in size from small neighborhood parks to large community parks. Facilities vary from formal gardens to playgrounds. We are looking for someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting **FULL-TIME** job opportunity as **Program Supervisor - Racquet Sports** at Courts Plus - a community facility! We are looking for the right candidate to lead one of the top racquet sports programs in the Chicagoland area. Strong organizational and program planning skills combined with an excellent customer service philosophy are required. Someone with experience in ACTIVE Registration system preferred.

WHAT YOU'LL DO: As Program Supervisor, you will supervise the operation of racquet sports area! Responsibilities include but are not limited to:

- Recruit, hire, train and evaluate staff
- Monitor financial comparison report to make recommendations & changes
- Develop pricing and fee structures for private groups, leagues, tournaments, classes, and courts
- Monitor court sheets for accuracy, payment, and court management
- Conduct price and product comparisons for the highest quality and best price
- Negotiate contracts with vendors for supplies and equipment
- Act as a liaison between customer, registration, and administration
- Assess club environment to maintain a safe atmosphere
- Create, prepare, edit and proof programs for brochure
- Plan, promote and implement programs on a seasonal basis
- Manage special program registration and events
- Develop, implement, schedule, evaluate and supervise programs and events to meet needs of members
- Instruct tennis lessons when pros are unavailable

- Administer all in-house, travel teams, and USTA leagues
- Complete necessary paperwork to add new classes, transfer participants and issue refunds
- Develop and update program curricula for all tennis and pickleball lessons

WHAT YOU'LL BRING:

- Bachelor's degree in health related field, or equivalent work experience with 4 years experience and 2 year supervisory experience
- Teaching experience/USTA certification preferred
- Valid IL Drivers License
- Ability to operate ball machine
- Proficiency in computer word-processing and spreadsheet applications
- Proven problem-solving, communication, organizational, customer service and management skills

WHEN YOU'LL WORK:

This is a full-time position, expectation to work 40-hours/week. Schedule varies and includes weekday evening and weekends.

WHAT YOU'LL GET:

- The anticipated starting range for this exempt position is \$55,423/year.
- This position falls under Pay Grade 5 with a pay range of \$55,423 - \$77,592.

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)

** The Elmhurst Park District is an Equal Opportunity Employer committed to a diverse workforce. Applicants requiring a reasonable accommodation to participate in the hiring process may contact the Division Manager - Human Resources & Risk at jbruns@epd.org.**