



Recreation Supervisor: Early Childhood, Youth Programs, Parties & Events

Northbrook Park District

Contact Name: Erin Sweet
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Contact Phone:
Closing Date:
Salary: 54,863.00 - 68,579.00/DOQ

Description:

JOB STATUS: Full time **DIVISION:** Recreation **FSLA STATUS:** Exempt **JOB**
LOCATION: Leisure Center

Join an award-winning parks and recreation agency with the Northbrook Park District! As a leader in our field, we are committed to delivering outstanding programs and experiences to our community. We are actively seeking a dedicated, organized, proactive individual to join our team as a Recreation Supervisor for Early Childhood, Youth Programs, Parties, and Events. If you are an organized and collaborative individual with a proven track record in program development, growth, and engagement, we encourage you to apply.

Job Overview

As our Recreation Supervisor for Early Childhood, Youth Programs, Parties, and Events, you'll play a pivotal role in shaping the future of recreation in our community. From preschool to special events, you will develop, grow, and manage a wide range of programs, catering to the needs and interests of our community. From conception to implementation, you will bring ideas to fruition for participants and families with a variety of offerings throughout your program areas. With flexible hours to accommodate program needs, including evenings, weekends, and holidays, you'll have the opportunity to make a lasting impact on our community.

Key Responsibilities

- Create, develop, and manage a variety of programs and events.
- Collaborate with team members for seamless program delivery.
- Embrace flexibility to accommodate program needs.
- Recruit, train, and supervise part-time and seasonal staff and volunteers.
- Monitor and evaluate program performance for growth and development.
- Oversee day-to-day operations of assigned programs and events.
- Initiate and contribute to program promotion and marketing efforts.
- Prepare and manage program budgets efficiently.

Qualifications

Bachelor's degree in Recreation Management or related field, with 1-3 years of experience in community recreation programming.

Knowledge, Skills and Abilities Required

- Proficiency in program and budget management.
- Experience with software applications for program registration, budgeting, and time management.
- Experience in community recreation with strong organizational and communication skills, and the ability to work independently and as part of a team.
- Excellent written and verbal communication skills.
- Demonstrated ability to organize tasks efficiently and multitask effectively.
- Strong collaboration and adaptability skills.
- Track record of measurable program growth, development, and engagement.
- Commitment to providing quality customer service.
- Proficiency with Microsoft Office Suite (Outlook, Word, Excel, PowerPoint, Publisher).
- CPR/AED Certification or ability to obtain within six (6) months of hire.
- Valid Illinois Driver's License.
- Certified Park and Recreation Professional (CPRP) preferred.

Compensation and Hours

The anticipated starting salary is \$58,000+, depending on qualifications. This is a full-time, exempt position. Hours fluctuate based on program/event needs and special events, evenings, weekends and/or holiday work will apply.

A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental, vision and prescription coverage (also available to dependents), life insurance, 457 deferred compensation plan, and flex spending. The District also offers paid vacation, holidays and sick leave, along with a variety of District recreational benefits.

To view the job description, [click here](#).

If you are passionate about delivering exceptional experiences in recreation, we want to hear from you! Apply now to become part of our dynamic team at the Northbrook Park District.

Physical Requirements

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job. Required to sit, stand, walk, bend, kneel, stoop, talk and hear; use of hands and fingers to handle, feel or operate objects, tools, controls or to demonstrate subject matter and reach with hands and arms. Hand eye coordination is necessary to operate computers and various pieces of office equipment. Must occasionally lift and/or move up to 25 pounds; may infrequently lift or move objects 50+ pounds with assistance. Specific vision abilities required by this job includes close vision and the ability to adjust focus. Work is performed mainly in an office setting. May occasionally work outdoors in warm or cold temperatures for short periods of time.

To apply, please complete a job application at: <https://nbparks.co/recreationsupervisor>

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer