

Job Description: Recreation Supervisor – Youth & Aquatics

Department: Recreation
Reports To: Director of Recreation
Classification: Full-time, exempt, at will

Summary

The Recreation Supervisor is responsible for planning, implementing, and evaluating recreation programs with a primary focus on youth programming for children under 10 years old, community special events, and general recreation offerings. This position also oversees aquatic staff, ensures safety standards, coordinates in-service trainings, and supports aquatic programming.

Qualifications

- Bachelor's Degree in Parks and Recreation Management or related field preferred.
- Minimum 3 years of full-time experience in recreation programming, aquatics, or community events.
- Supervisory and leadership experience with part-time/seasonal staff required; experience with full-time staff preferred.

Skills, Abilities, and Certifications

- Certified American Red Cross Lifeguard required.
- Certified Lifeguard Instructor and/or Certified Pool Operator preferred.
- Knowledge of youth program development, event planning, and recreation program evaluation.
- Ability to lead staff training and maintain safety compliance.
- Strong communication and organizational skills.
- Proficiency in RecTrac, Microsoft Office Suite, and social media platforms.
- Valid driver's license required.

Essential Functions**Youth & Recreation Programming**

- Plan, organize, and implement innovative programs for children under 10 years old.
- Develop, coordinate, and evaluate community special events and family-friendly recreation activities.
- Collaborate with staff to expand recreational opportunities (primarily non-athletic.)

Aquatics Supervision & Safety

- Recruit, hire, train and supervise aquatic staff, including lifeguards, aquatic attendants and instructors.
- Directly supervises the Spring Lake Pool Manager; provides leadership, mentorship, and accountability for their assigned staff and operations.
- Manage in-service trainings, drills, and safety compliance checks.
- Assist in the planning, development, and evaluation of aquatic programming.
- Ensure all certifications, safety standards, and emergency procedures are maintained in coordination with Risk Superintendent.

Staff Leadership

- Recruit, hire, train, and supervise seasonal staff in assigned program areas.
- Provide mentorship, evaluations, and ongoing professional development for staff.
- Maintain staff records, certifications, and compliance documentation in coordination with Risk Superintendent.

Administration & Community Engagement

- Collect program data, evaluations, and feedback for continuous improvement.
- Assist in budgeting, payroll, and purchasing for assigned program areas.
- Support community outreach efforts and interdepartmental collaboration.
- Perform admin shifts and duties as needed and have a clear understanding of facility functions.
- Assist with facility operations, rentals, and special events as needed.

Marginal Functions

- Performs other duties as assigned by supervisor.
- Fill in for part-time staff during emergencies or shortages.
- The District encourages its employees to “take ownership” of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Staff is expected to help with the successful implementation of programs, parks and services across program areas and between departments.

Safety

- All employees will be responsible for implementing the policies and procedures that pertain to safety and health.
- Ensure all aquatic and recreation staff follow emergency procedures and maintain training compliance.

Psychological Considerations

- Must have the ability to deal with other people under stressful conditions and have excellent customer service presence.

Physiological Considerations

- Must be able to lift up to 50 lbs. for program/event setup and teardown.
- Must respond physically in aquatic or facility emergencies.
- Requires periods of standing, moving, and active engagement during programs and events.

Environmental Considerations

- May be exposed to all kinds of weather conditions.
- May be exposed to pool chemicals, cleaning agents, and noisy settings.

Cognitive Considerations

- Must exhibit good problem-solving abilities and good judgment in keeping the park district mission.
- Must take initiative and be able to follow directions from and work with supervisors, and co-workers.

Hours & Wage Range

The position shall be paid every two weeks at an agreed upon starting salary (\$40,000-\$50,000 DOQ) and a benefits package including medical, (dental and vision optional), retirement plan, and paid time off. The Recreation Supervisor will work a minimum of 40 hours per week. However, as a professional employee in administration department of a park and recreation field, it shall be assumed that hours beyond the minimum, including evenings and weekends, will be expected.

Contact

Please send resume to:

Flagg-Rochelle Community Park District

Attn: Director of Recreation, Maureen Stevens

802 Jones Road

Rochelle, IL 61068

mstevens@rochelleparkdistrict.org

The Flagg-Rochelle Community Park District is an Equal Opportunity Employer.