

Job Description: Recreation Supervisor

Department: Recreation
Reports To: Superintendent of Recreation
Classification: Fulltime, Exempt, At-Will

Summary

The Recreation Supervisor is responsible for child-adult leisure, educational, sports and wellness programs and administrative operations at The REC Center within the Rochelle Park District. This position oversees the organization and coordination of general recreation programs for youth and/or adults. Responsible for planning, budgeting, staffing, and scheduling assigned programs, special events and services.

This outgoing team member should possess strong leadership skills and initiative; ambition to enhance, expand and grow programs; creativity to challenge themselves, their program areas and their teammates with new ideas; trustworthiness; familiarity in programming areas associated with the position; alignment with mission, vision and values of the District.

Qualifications

A minimum of a Bachelor's Degree from a college or university with a resource in Leisure, Recreation, or related field is preferred, professional certification desired. Valid driver's license required.

Essential Functions

Administrative:

- Direct programs that satisfy the needs of the community.
- Develop and implement the programs to operate successfully as well as to be interesting and rewarding for the participants.
- Analyzes programs, practices and procedures, record keeping systems, forms, and personnel requirements.
- RecTrac programming and scheduling
- Assist branding and marketing
- Serve as a customer service representative
- Admin The REC Center at least 1 night/week as well as 1 weekend day/week

Personnel:

- Interview and hire part time staff.
- Educate staff for recreational programs, policies, procedures, etc.
- Train staff to the specific needs in all areas for skills and safety.
- Review/evaluate staff
- Develop and update job descriptions for instructors, attendants and officials.
- Develop and maintain good working relationships among staff, participants, resident/members/guests and community.

Areas & Facilities:

- Responsible for the scheduling of all sports fields, courts, programming events; works with other staff to ensure accurate scheduling and best use of the facilities including The REC, Teen Town, Spring Lake Pool/Marina, and the Driving Range.
- Make recommendations to the Superintendent of Recreation regarding purchase of equipment or facility enhancements.

Public & Community Relations:

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

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- Through leadership and personal relationships encourages staff to promote positive community relationships.
- Develops rapport with other community agencies, sports affiliates, independent contractors, program participants and parents; work closely with the HUB project staff.
- Works to promote programs through flyers to the schools, press releases and social media.
- Fields and analyzes comments, concerns and complaints from participants and public.

Records, Reports, and Meetings:

- Keeps program attendance reports accident forms, program reports and attend meetings as assigned.
- Develops and monitors program budget.
- Prepares program re-caps.
- Conducts meetings with part-time staff.
- Monitors and tracks employees' payroll information and time cards.
- Annually reviews programs, events and trips for cost effectiveness.

Marginal Functions

- Monitors cleanliness of facilities and fields.
- Assist in program set ups as needed.
- Officiate, supervise, teach or coach programs/leagues/events as needed.
- Is familiar with equipment and sees that it is properly maintained/cleaned.
- Performs other duties as assigned by supervisor.
- 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.
- Supervisor should be responsible for ensuring that their employees follow the established safety rules.

Hours & Wage Range

The position of Recreation Supervisor is a full-time position, and shall be paid every two weeks at an agreed salary. This position is classified as an exempt employee status and will work a minimum of 40 hours per week. However, as a professional employee in the park and recreation field, it shall be assumed that hours beyond the minimum, including evenings and weekends, will be expected.