
Recreation Supervisor

Full-Time Entry Level – starts at \$48,006.40, plus years of experience

Athletic Leagues, Athletic Programs, Fitness and Lincoln-Way Campuses

Job Description

Under the supervision of the Deputy Director of Recreation, the Recreation Supervisor is responsible for the athletic programming for the District. The Recreation Supervisor will provide direction and assistance to the athletic staff to ensure that these programs are run effectively and efficiently in order to aid the Director of Recreation to successfully reach the goals and objectives of the Recreation Department.

Qualifications

Must be able to uphold and enforce Park District Policies and Procedures, be able to provide work direction and supervision and have a comprehensive understanding of inventory control and budgeting. Bachelor's Degree in Recreation or related field or 5 years experience in recreation is required. Possess or working toward CPRP certification and able to maintain professional development credits to meet national requirements. Illustrate a general knowledge of computer systems and be proficient in registration software. This position also requires CPR, AED, and First Aid certification.

Primary Responsibilities

This person's duties shall include, but not be limited to:

1. **Programs:**

- Responsible for researching, developing, organizing, maintaining, promoting, staffing, cost accounting and coordinating athletic type programs, tournaments, as well as new programs. This includes text production for the catalog and system data entry
- Develops program surveys for designated areas/programs
- Monitors and approves designated contracted officials and programs
- Assists with grant applications by researching information and incorporating processes into athletic programs for grants that were awarded
- Coordinates all recreation program facility calendars for distribution to District #122 and District #210
- Responsible for program fundraising
- Responsible for generating and maintaining all necessary logs, waivers, and reports for the Lincoln-Way campuses
- Oversees the transportation of Field House program revenue to Administration Building
- Oversees daily program operations
- Purchases supplies for all designated programs

2. **Registration System:**

- Program maintenance: ensures information is current and accurate
- Responsible for initiating reports for refunds, credits and transfers pertaining to designated programs

3. **Assistant:**

- To the Deputy Director of Recreation for training, special projects, and general office support
- Maintains current raffle license with the Village of New Lenox

4. **Liaison:**

- Coordinates staffing and facility management of all District #122 usage
- To the Lincoln-Way Campuses Athletic and Aquatic Directors

5. **Budget:**

- Forecasts, monitors, and stays within strict budget guidelines for specific line items

Recreation Supervisor *(continued)*

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6. Staff Supervision/Training:
 - Interviews, hires, and supervises recreation leaders and support staff
 - Provides appropriate training for recreation leaders and field house/support staff

7. Payroll:
 - Oversees and approves bi-weekly payroll for recreation staff
 - Oversees and approves monthly scheduling system, ensured information is up to date

8. Monthly Reporting:
 - End of month reports
 - Assist Director of Recreation with information for Board Reports

9. Other Duties:
 - Clerical support as needed

Secondary Responsibilities

1. Back-up functions to other Recreation Supervisor(s)
2. Back-up functions to the Deputy Director of Recreation