Recreation Supervisor

Oak Lawn Park District

Contact Name: Cate Coyle
Contact E-mail: ccoyle@olparks.com
Contact Phone: 708-857-2420
Closing Date:
Salary: $45,000 - $47,000 DOQ

Description:
RECREATION SUPERVISOR

The Recreation Supervisor is a full time, exempt position. The position will assist in the operation of the FLASH Before & After School Program, Youth Basketball Leagues, Sports Party Rentals and Tot Playtime at the Community Pavilion. They will oversee Trips, Volunteers, and some Special Events under the Oak View Center.

QUALIFICATIONS
Graduation from an accredited university with a Bachelor's degree in recreation or a related discipline. At least two years of work experience in the field of recreation is desirable.

IMMEDIATE SUPERVISOR
The Recreation Supervisor reports to the Pavilion General Manager and the Oak View General Manager.

ESSENTIAL FUNCTIONS
- Assist in the daily the operations of the FLASH Before and After School Program.
- Plan and schedule FLASH field trips and break camps.
- Order supplies and snacks.
- Assist in recruiting, hiring and training FLASH program staff.
- Manage FLASH staff scheduling.
- Hire, train and schedule staff to work Sports Parties at the Community Pavilion.
- Manage Sports Party schedule and keep up with equipment.
- Oversee all aspects of K – 3rd Grade Co-Ed Youth Basketball League.
- Hire, train and schedule staff to facilitate league.
- Work with ref assignor to schedule referees.
- Recruit and train volunteer coaches.
- Plan and facilitate drop-in Tot Playtime program at Community Pavilion.
- Promote and facilitate a minimum of (1) trip each season.
- Oversee volunteer program and recruit volunteers for events as needed.
- Plan, coordinate, and execute special events, including the Daddy Daughter Dance, StoryWalk,

Movies in the Park, Flashlight Candy Cane Hunt, and other events as assigned.

- Work with the PR & Marketing Department to create advertisements and promotional materials for programming on a regular basis.
- Will evaluate non-contracted programming and operations on a regular basis to insure we are meeting or exceeding the required 30% profit margin on revenue to cover overhead expenses.
- Works the Oak Lawn Park District's required special events.
- If a major event occurs that limits park district operations or forces a park district shut down and restricts employee from performing their normal job duties they may be assigned to duties outside of their job description as warranted by the situation.
- Assist in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties.
- Other duties as assigned.

MARGINAL FUNCTIONS

- Observe and enforce the practical safety rules, regulations and procedures established by the safety program
- Attend meetings with other departments in the park district to keep informed of events within the district

PHYSICAL CONSIDERATIONS

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 15 pounds at times

PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work closely with co-workers
- Must be able to work well with the general public

ENVIRONMENTAL CONSIDERATIONS

- Worker must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind, and rain)
- Indoor environmental conditions will include lighting and temperature

COGNITIVE CONSIDERATIONS

- The ability to read, write, and organize materials
- Must be able to follow directions - oral and written

REQUIRED CERTIFICATIONS

- CPRP Recommended

To apply click here: https://olparks.bamboohr.com/careers/141