



JOB TITLE: Recreation Supervisor
DEPARTMENT: Recreation
REPORTS TO: Superintendent of Recreation
CLASS/FLSA: Full Time
SALARY: \$53,000 - \$59,000

SUMMARY

The Recreation Supervisor performs on a permanent, full-time basis. Generally, the workplace is moderate to fast-paced. Responsibilities include a slight emphasis on leagues as well as the planning, developing, implementing, overseeing, and evaluating a variety of events and programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

1. Develops, organizes, promotes, coordinates, oversees and evaluates a variety of Park District special events, including but not limited to concerts, fests, movies, field trips, leagues, tournaments, youth, teen and senior events, etc., and assists with other recreational programming when needed.
2. Maintains awareness of current trends, fads and interests for the continual enhancement and diversity of event scheduling while promoting participation of all ages and all areas of interest.
3. Acts as the Park District liaison with the Village, Fire Dept., Police Dept., ESDA, School District, Chamber of Commerce, organizations, etc., when scheduling events for the district.
4. Develops and maintains a network of business and organizational contacts to facilitate event planning and development.
5. Prepares detailed fiscal year program/event budget for review by Supt. of Recreation.
6. Evaluates all expenditures to prevent cost overruns.
7. Assembles informational materials and sets donor levels for solicitation of sponsorships/ contributions for events. Obtains sponsorships for special events (movies, concerts, fests, tournaments, runs, etc.) and ensures appropriate and agreed-upon recognition for sponsors.
8. Seeks out grants and creates fund-raisers (fun runs, tournaments, etc.) for the support of special events and/or park improvements, when appropriate.
9. Develops and maintains accurate budget details on a program or event basis by providing ongoing reports on earned revenues and expenses to ensure cost-effective programs.
10. Provides content (written copy) of applicable events, leagues, programs in a timely manner to the Supt. of Recreation for insertion in the seasonal District brochure and website.
11. Negotiates with vendors and/or service providers for a variety of services and/or materials related to special event planning, and monitors these services to ensure that contract terms are satisfied.
12. Obtains Certificates of Insurance and/or Hold Harmless Agreements and other pertinent documentation from vendors, independent contractors, service providers, entertainers, etc., when applicable and provides same to the Safety Coordinator prior to any on-site services.
13. Works in harmony with the Safety Coordinator to enforce safety guidelines, confronting and correcting all unsafe behavior and conditions associated with special events.
14. Works to ensure all food vendors comply with the Will County Health Standards.
15. Provides the Marketing Coordinator with timely information for press releases, and public service announcements for radio, local cable and television.

16. Assists the Marketing Coordinator with the development, design and distribution of event advertising including the preparation of mailings, posters, flyers, newsletters, e-mails, brochures and other promotional material, including the scheduling of photo coverage of special events.
17. Maintains continuous communication with the secretary/registrar, ensuring the front desk is fully informed of program details and requirements (ages, deadlines, minimum/maximum participant numbers, required waivers of liability, cancellations, non-resident fees, etc.). Assist registrar with registration when needed.
18. Works in support and cooperation with the Volunteer Coordinator to obtain event volunteers, create job assignments and assist with their on-site direction and guidance.
19. Attends and provides hands-on assistance for most or all events. Provides on-site event coordination that includes problem solving, decision making, and interaction with staff, vendors, sponsors and participants to ensure details are covered and event goes as planned.
20. Maintains accurate records and files of events (vendors, contracts, insurance, revenue, expenses, staffing, volunteers, supplies, and equipment).
21. Attends IPRA/IAPD annual conference, and other related workshops/seminars.
22. Works in support of the Board of Commissioners, Executive Director and the policies of the Mokena Community Park District.
23. Performs other duties as directed or delegated by the Executive Director or Supt. of Recreation
24. Works to ensure a safe environment for staff, program participants, and the general public within the established Loss Control Program.

SKILLS AND EDUCATIONAL REQUIREMENTS

Individual must be able to perform each essential duty satisfactorily. Initiative and independent work habits are a must. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

Individual should possess a Bachelor's Degree in Recreation, Education, Business Administration, Communications, or equivalent combination of training and experience. CPR/AED/First Aid certified, or willing to obtain within 60 days of employment. CPRP Certified or willing to obtain within 90 days of employment.

A valid Illinois State Driver's License is required.

WORKING CONDITIONS

Individual must be available to work evenings, weekends and holidays. Travel to workshops, seminars and conferences throughout the state as required. Ability to work in both a hands-on, flexible team environment as well as independently. Some activities and events are performed outdoors and are subject to weather conditions. May be required to work during various weather conditions and temperatures. The noise level in the work environment is quiet to moderate.

PSYCHOLOGICAL CONSIDERATIONS

Must have the ability to deal with deadlines, budgetary restraints, and people under occasionally stressful situations.

PHYSIOLOGICAL CONSIDERATIONS

While performing the duties of this job, the individual is regularly required to sit, stand and walk; use hands to handle and feel objects and equipment; reach with hands and arms; lift up to 40 lbs.; and talk and hear.

COGNITIVE CONSIDERATIONS

Must be able to exhibit exceptional organizational and time management skills and work in a team environment. Must possess excellent interpersonal, leadership, and communication skills (verbal and written). Must be highly attentive to detail, creative, imaginative and innovative. Must have ability to manage a wide range of tasks efficiently where deadlines are crucial, and prioritize tasks appropriately

and possess strong computer proficiency. Must have a strong sense of accountability and follow-through. Must be able to exhibit good problem-solving ability and good judgment, and work within the guidelines and policies set forth by the Board of Commissioners.

I, _____, have read and understand all aspects of this job description and accept the duties as set forth.

signature

date

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