



Flagg Rochelle

COMMUNITY PARK DISTRICT

RECREATION SUPERVISOR

The Recreation Supervisor is responsible for child-adult leisure, educational, sports and wellness programs and operations within the District. This is an at-will position.

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.
- Programs to include: general sports programs, sports leagues, special events, youth classes, fitness classes, field and facility scheduling.
- Analyzes programs, practices and procedures, record keeping systems, forms, and personnel requirements.

PERSONNEL:

- Interview and hire part time program staff.
- Educate staff concerning how and why of planning recreational programs.
- Train staff to the specific needs in all areas for skills and safety.
- Review staff annually
- Develop and update job descriptions for instructors, attendants and officials.
- Develop and maintain good working relationships among staff, participants and residents.

AREAS AND FACILITIES:

- Responsible for the scheduling of all sports fields.
- Works with other staff to insure accurate scheduling and best use of the facilities.
- Make recommendations to the Executive Director regarding purchase of equipment or facility enhancements.
- Make recommendations to the Executive Director regarding purchase of equipment for sports fields.

PUBLIC AND COMMUNITY RELATIONS:

- Educate staff concerning program purpose and philosophy of Park District.
- Through leadership and personal relationships encourages part time staff to promote positive community relationships.



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- Develops rapport with other community agencies, program participants and parents.
- 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.
- Acts a liaison to Youth Athletic Organizations.
- Conducts meetings with sports league captains.
- Track sports league statistics.
- Monitors and tracks employees; payroll information and time cards.
- Annually reviews programs, events and trips for cost effectiveness.

SAFETY:

- All employees should 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.

MARGINAL FUNCTIONS:

- Monitors cleanliness of facilities and fields.
- Assist in program set ups as needed.
- Teach or coach programs as needed.
- Is familiar with equipment and sees that it is properly maintained.
- Performs other duties as assigned by the Executive Director.
- 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.

THE IDEAL CANDIDATE:

This team member should possess strong leadership skills; an established philosophy towards the guidance and development of staff; ambition to enhance, expand and grow programs; creativity to challenge themselves, their program areas and their teammates with new ideas; an understanding of the value of work-life balance; open-mindedness; ability to embrace change; trustworthiness; familiarity in programming areas associated with the position; alignment with mission, vision and values of the District.



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HOURS & COMPENSATION:

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 a non-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. The hiring range for this position is \$25,000-\$30,000.

SEND RESUME TO:

Flagg Rochelle Park District

Executive Director, Jackee Ohlinger

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Rochelle, IL 61068

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