



Recreation Supervisor - Athletics & General Recreation III

Northbrook Park District

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Closing Date:
Salary: 57,200.00-73,000.00

Description:

JOB STATUS: Full Time **DIVISION:** Recreation **FSLA STATUS:** Exempt
JOB LOCATION: Northbrook Sports Center

Compensation & Hours:

\$57,200-\$73,000 per year (DOQ)
This is a full-time, exempt position, Monday – Friday 9:00 AM-5:00 PM

Benefits

- Medical, Dental, and Vision Insurance
- Group Life Insurance
- Life Insurance
- AFLAC Indemnity Plans
- Defined Pension IMRF (Retirement, Disability, Life)
- Deferred Retirement 457 Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Floating Holidays
- Employee Assistance Program (EAP)
- Professional Membership Dues
- Employee Recreation Benefits

Join our amazing team as a Athletics and General Recreation III. This position is responsible for program management and development, and supervisory oversight of planning, directing, evaluating, and staffing of athletic leagues, tournaments, programs, and camps. Coordinates with contracted groups for program offerings. Oversight areas include youth lacrosse, adult pickleball, tennis, summer camps (i.e., Athletic Adventures), and events (i.e., Halloween Pet Parade). Oversee management of the dog park and scheduling for Greenbriar and TPAC gymnasiums. Hours will fluctuate based on programs and special events; evening and weekend work applies.

Essential Job Duties

- Design, develop, coordinate, implement and monitor program offerings; provide oversight and evaluation for youth and adult sports leagues, tournaments, drop-in opportunities, instructional programs and sports camps.
- Oversee the day-to-day operations of assigned programs and events.
- Recruit, select, hire, train, supervise and evaluate part-time and seasonal staff and volunteers, including volunteer coaches; monitor and approve staff work hours and overtime expenditures; compile and review all necessary paperwork; continuously develop staff by providing feedback.
- Supervise the operations of the athletic fields and racquet courts to include scheduling, staffing, signage, programming and renting of facilities.
- Manage athletic leagues to include, but not limited to, scheduling of practices, ordering apparel, and continually communicating with league coaches and participants.
- Oversee the operation and scheduling of Greenbriar and Techny Prairie Activity Center gymnasiums, including facility rentals and open gym programming, to ensure efficient utilization and exceptional customer service.
- Coordinate with Parks Department on facility and field set-up, maintenance, and repairs.
- Work with independent contractors, which may include, but is not limited to, reserving facility space, scheduling field set-up, and submitting invoices.
- Prepare the budget for areas of program responsibility; execute and maintain operations within the confines of the approved budget allotment; continually monitor and evaluate expenses and revenue.
- Create and administer operational/procedural-based training for staff and volunteers.
- Develop procedures for program and/or facility operation as needed.
- Manage program and/or event contracts/agreements based on need with program oversight; confirm proper documents are received and meet the District's contractual and insurance specifications; ensure terms of contract are being followed; coordinate internal efforts in accordance with the contract/agreement terms to meet service needs.
- Monitor and evaluate program performance to include program site visits, enrollment trends, patron wants and needs, and net margins with a focus on continued growth and development, while ensuring competitive program pricing.
- Order supplies for program areas; manage and track supply inventory.
- Prepare and submit check requests for invoices and reconcile purchase card transactions according to the District's Purchasing Policy.
- Assist with the direct supervision of programs and events as needed.
- Develop and coordinate special events; assist and/or attend special events as required.
- Enforce and communicate safety rules and procedures; address and correct unsafe conditions; address unsafe employee behavior.
- Report any work-related or patron injuries, incidents, or unsafe conditions to supervisor; address unsafe conditions as appropriate; complete or review incident/accident report forms as needed.
- Foster and maintain effective professional working relationships with the general public, co-workers, Northbrook/Glenview school districts, Northbrook Police Department, and independent contractors.
- Provide timely communication to customers, contractors, affiliates, staff, and the public. Proactively reports potentially elevated issues to the supervisor.
- Remain current on trends and innovations for areas of responsibility.
- Perform all job tasks in a safe manner.
- Perform other duties as assigned.

To view job description, [click here](#).

Qualifications

Bachelor's degree with major coursework in Recreation Management or related field, supplemented by one (1) to three (3) years' experience in recreation programming.

Skills & Abilities

- Communicate effectively both orally and in writing.
- Proficient with Microsoft Office (Outlook, Word, Excel)
- Working proficiency in the use of technology systems
- Customer service practices
- CPR/AED Certification or ability to obtain within six (6) months of hire
- Certified Park and Recreation Professional (CPRP) certification preferred

Knowledge

- Program and budget management
- General understanding of rules of play and practices for a variety of athletic sports
- Software applications, such as for program registration, budget management and time and attendance management

Physical Requirements

The physical requirements described here are representative of those that an employee must meet to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and the ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds; may infrequently lift and/or move objects 50 pounds or greater with staff assistance.

To apply, please complete a job application [here](#).

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer