

## Job Opportunity

The Alsip Park District is seeking qualified individuals to apply for the Recreation Supervisor Position. This is a full time position.

**Job Title:** Recreation Supervisor  
**Agency:** Alsip Park District  
**Website:** [www.alsiparks.org](http://www.alsiparks.org)  
**Starting Hiring Salary:** \$45,000-\$58,000/annually plus benefits  
**Deadline:** Open until filled

**Qualifications:** A minimum of 2 years of experience at the supervisory level with a Bachelor's Degree in Recreation Administration or related field preferred, certification as a CPRP desirable. Valid Illinois Driver's License required.  
Good written and oral communication skills. Exceptional skills in working tactfully and harmoniously with subordinates, co-workers, supervisors, department heads, Board of Commissioners and community supporters.

**Duties:** The Recreation Supervisor is a full time position under the direct supervision of the Superintendent of Recreation. The Recreation Supervisor is responsible for all aspects of planning, implementing, supervising and evaluating: preschool program, early childhood recreation programs, youth recreation programs, teen recreation programs, before and after school program and day camps. This position is also responsible for recruiting, training, supervising and evaluating part-time and seasonal instructors, preschool teachers, before and after school staff and day camp staff. This position will work a minimum of forty hours a week, Monday through Friday and evenings and weekends as required.

**Contact:** Please mail or e-mail cover letter, resume and references to:

Jeannette Huber, CPRP  
Director of Parks and Recreation  
12521 South Kostner  
Alsip, IL 60803

**Phone:** 708-389-1003  
**Contact Email:** [jhuber@alsiparks.org](mailto:jhuber@alsiparks.org)  
**Contact Fax:** 708-389-1529

## **ALSIP PARK DISTRICT RECREATION SUPERVISOR - B**

The Recreation Supervisor-B is a full time position under the direct supervision of the Superintendent of Recreation. The Recreation Supervisor-B is responsible for planning, implementing and evaluating: preschool program, early childhood recreation programs, youth recreation programs, teen recreation programs, birthday parties, babysitting services and day camp (including winter and spring camps). This position is also responsible for recruiting, training, supervising and evaluating part-time instructors, preschool teachers and day camp staff. This position will work a minimum of forty hours a week, Monday through Friday and evenings and weekends as required.

### **Qualifications:**

- A minimum of 2 years of experience at the supervisory level with a Bachelor's Degree in Recreation Administration or related field preferred, certification as a CPRP desirable
- Valid Illinois Drivers License required
- Good written and oral communication skills
- Exceptional skills in working tactfully and harmoniously with subordinates, co-workers, supervisors, department heads, Board of Commissioners and community supporters

### **Essential Functions:**

- Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time. Works the hours necessary to produce exceptional results
- Promote, organize and stimulate good working relationships with community members and organizations
- Follow and enforce: safety rules, regulations and procedures as established by the Safety Coordinator. Assist with Emergency Response Plan of the Apollo Recreation Center
- Prepare, maintain and evaluate working operating and program budgets for all program's under direct supervision of the Recreation Supervisor-B
- Volunteer at all community wide special events. Provide input and assistance in the planning stages of all community wide special events
- Prepare and enforce policies, procedures and manuals for all staff under direct supervision of the Recreation Supervisor-B
- Recruit, hire, train, supervise and evaluate all staff under direct supervision of the Recreation Supervisor-B
- Plan, implement and evaluate all aspects of the preschool program, early childhood recreation programs, youth recreation programs, teen recreation programs, birthday parties, babysitting services and camps (summer, winter and spring)
- Evaluate and maintain all equipment and supplies of the Preschool Facilities
- Prepare flyers, press releases, publicity, social media posts and brochure information for all program's under direct supervision of the Recreation Supervisor-B
- Prepare monthly board reports that contain up-to-date information about programs and events under direct supervision of the Recreation Supervisor-B, a minimum of 3 quotes for all expenses or supply purchases exceeding \$500 and information on policy and procedure evaluation and revisions
- Maintain personnel files per each supervised staff that contains copies of employee update records, annual evaluations and any discipline/praise documentation
- Reserve facility space for all programs in Alsip Park District's or affiliates' facilities
- Submit purchase orders, work orders, working budgets, brochure descriptions and board reports to the Superintendent of Recreation

### **Marginal Functions:**

- Perform special projects, needs assessments and surveys as needed
- Attend Committee/Board Meetings, Recreation Staff Meetings, Quarterly Staff Meetings, Safety Meetings and Special Event Meetings
- Oversee physical set up of programs and events
- Administer staff meetings for all staff under direct supervision of the Recreation Supervisor-B
- Address public inquiries; research issues and respond within a reasonable time
- Plan, implement, provide leadership and evaluate any additional programs at the discretion of the Superintendent of Recreation
- The Recreation Supervisor-B is expected to remain current with certifications and industry trends as well as encouraged to seek out professional education and development

### **Psychological Considerations:**

- This is a highly visible position with extensive leadership responsibilities and a high degree of public interaction. Possible stress from responsibility for quality recreational programs and facilities
- Ability to respond to the needs of challenged participants. Solve problems with patrons and staff
- Ability to work independently or in groups
- Ability to be flexible and replace rules with good judgment when necessary
- Exhibits confidence in self and others; inspire and motivate others to perform well; effectively influence actions and opinions of others; accept feedback from others

### **Physiological Considerations:**

- While performing the duties of this job, the employee is regularly required to use hands and arms, legs or feet. The employee is required to be able to read and write. The employee is frequently required to sit, stand or walk for long periods. The employee may also need to stoop and/or kneel. The employee may, on occasion, lift and/or move up to 50 pounds

### **Environmental Considerations:**

- While performing the duties of this job, the employee is regularly exposed to indoor weather conditions and occasionally outdoor weather conditions. The noise level in the work environment is usually low, but may, at times, be medium to loud

### **Cognitive Considerations:**

- Good problem solving skills and ability, flexibility, well organized with good judgment
- Manages difficult or emotional customer situations; responds promptly to customer needs; solicits customer feedback to improve service; responds to requests for service and assistance; meets commitments
- Focuses on solving conflict, not blaming; maintains confidentiality; listens to others without interrupting; keeps emotions under control; remains open to others' ideas and tries new things
- Speaks clearly and persuasively in positive or negative situations; listens and gets clarifications; responds well to questions
- Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed
- Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness

- Develops and implements cost saving measures; conserves organizational resources
- Shows respect and sensitivity for cultural differences; promotes a harassment-free environment
- Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values
- Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions
- Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments
- Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays or unexpected events
- Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan
- Volunteers readily; seeks increased responsibilities; asks for and offers help when needed
- Displays original thinking and creativity; generates suggestions for improving work; presents ideas and information in a manner that gets others' attention

Approval:   
Board of Commissioners

Effective Date: 1-29-18

Revision History: \_\_\_\_\_