

## Bourbonnais Township Park District Job Description

Position Title:	Recreation Supervisor-Athletics & Seniors				
Department:	Recreation		GL Code:	5002	
Reports to:	Superintendent of Recreation				
Supervises:	(5-20) part-time and seasonal staff and approximately (70) volunteers.				
Classification:	Full Time	FLSA Status:	Exempt	Pay Grade/ Range*:	4 / \$35,600 - \$50,000
Approved :	12/15/17	Revised:	07/05/22	Source:	*HR Source

### **Position Description:**

The Recreation Supervisor-Athletics position is responsible for supervising youth & adult athletic programs and leagues, health & fitness programs, general adult programs, special events, serves as the facility coordinator for the Recreation Station and other duties as assigned. This is a full-time position that requires a minimum of 40 hours per week and requires work in the evenings and weekends to cover programs and events.

### **Qualifications:**

The position requires Bachelor's Degree in Recreation Administration or Leisure Services Administration, or related field in supervising athletic programs, camps and leagues. Professional Certification through the Illinois Park and Recreation Certification Board is desirable. Other qualifications include the following:

- Experience creating and managing a budget
- Experience supervising part-time staff, independent contractors or volunteers
- Able to create league schedules which include round-robins, double headers, single elimination tournaments, and double elimination tournaments
- Effectively use Microsoft Office, Word, Excel & Publisher
- Gain CPR, AED & First Aid certification within first 6 months of hire
- Experience working with schools, and other community organizations or groups
- Experience directing a 5k/10k road Race.

### **Skills needed to be demonstrated:**

- Strong attention to detail
- Excellent problem solving skills and organizational skills
- Strong positive attitude, ability to multi-task and good time management skills
- To work independently and take initiative
- Demonstrate understanding and commitment to the BTPD mission and goals
- Communicate effectively
- Ability to maintain confidential information

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### **Responsibilities and Duties will include the following:**

#### **Administration**

- Prepare and implement specific recreation program budgets.
- Develop, implement and evaluate specific operation objectives as related to the district wide goals program.
- Purchase and maintain inventory of supplies and merchandise as required and within adopted guidelines.
- Act as a liaison with related community organizations.
- Attend professional educational training and remain informed of current trends and issues in related areas of responsibility.
- Serve on District-wide employee committees as determined by preference or assigned.
- Complete assigned reports, projects, and research studies in a timely manner.
- Cooperate with and provide assistance to all district staff and perform dependent responsibilities as a team member; work effectively on cross-over tasks or group projects.
- Create and manage program budgets
- Recruit, hire & train contractors to instruct programs or officiate leagues
- Supervise volunteers & part-time staff
- Create promotional materials for programs, leagues and events
- Work with schools and other organizations to coordinate rental schedules for Park District leagues and programs
- Update league standings and schedules on the Park District website
- Supervise adult softball leagues in the evenings during the summer and fall months
- Work both independently and as part of a team
- Work in a fast paced environment
- Work evenings and weekends as required
- Occasionally supervise community trips
- Drive a 15 passenger bus
- Will coordinate scheduling of the Recreation Station which includes rentals and activities in the facility
- Responsibility includes being available to answer alarm calls afterhours
- Answering incoming calls when front desk is not occupied by a receptionist
- Coordinates with Parks and Grounds Manager for repairs and duties of night time custodian
- Be present in the facility unless programs and other duties take preference
- Responsible of cleanliness of the Recreation Facility
- Other duties as assigned

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### **Customer Service**

- Implement customer service procedures as applicable to the recreation department operations; recommend additional procedures as necessary.
- Participate in customer service training program and implement procedures as applicable to related recreation programs.

### **Public Relations**

- Implement public relations procedures as applicable to the recreation department; recommend additional procedures as necessary.
- Assist in the implementation of a positive public image campaign.
- Develop and maintain effective internal and external public relations with staff, customers, press (as needed), volunteers, vendors, other agencies, and the community.
- Encourage and maintain inter-departmental communications within the district through meetings and written correspondence.

### **Safety and Risk Management**

- Administer first aid when necessary for participants or staff member's welfare
- Monitor participant health or safety practices
- Report first aid supply needs to designated supervisor
- Follow agency procedures as relates to completion and submittal of accident and/or incident reports
- Refer insurance questions to immediate supervisor
- Fully understand and follow the guidelines of the Illinois abused and neglected child-reporting act and any procedures that accompany that law

### **Personnel Management**

- Implement personnel management procedures as applicable to the recreation department; recommend additional procedures as necessary.
- Direct supervision of the following:
  - PT and Seasonal Recreation Program Staff
  - PT and Seasonal Site Supervisors
  - Volunteers
- including development, hiring, training, record-keeping, evaluating, and terminating supervised employees

### **Planning**

- Evaluate customer and community interests and assess needs, make recommendations on future facilities and programs

### **Marketing**

- Implement district wide marketing procedures as applicable to the recreation department; recommend procedures as necessary
- Prepare accurate and appropriate information for seasonal brochures and other public information according to timelines and supervisory requests.

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### **Financial Management**

- Implement financial management procedures as applicable to the program operation; recommend additional procedures as necessary.
- Purchase supplies in accordance with District policy and procedures.
- Prepare, implement and review program budgets in accordance with District guidelines.

### **Program Management**

- Implement program management procedures as applicable to the recreation department; recommend additional procedures as necessary.
- Research, plan, develop, implement, and evaluate designated programs as proposed and approved.
- Prepare appropriate budget, marketing and staffing schedules.
- Develop new and innovative programs where need exists.
- Review and modify existing programs to meet current and future community needs.

### **Physical Considerations**

- Must be able to lift objects less than thirty (30) pounds
- Must be able to be seated for extended periods throughout the workday
- Must be able to perform duties as is required of specific program offering

### **Environmental Considerations**

- Exposure to extreme outdoor climatic and temperature conditions (heat, cold, sun, wind, precipitation & humidity)
- Exposure to indoor climatic and temperature conditions and changes (heat, air conditioning)
- Exposure to heavy equipment and machinery on property
- Exposure to farm animals and domestic animals
- Exposure to program and cleaning supplies

### **Mental/Cognitive Considerations**

- Must be able to communicate effectively in verbal situations (use of telephone, personal, small and large group meetings)
- Must be able to communicate effectively in written situations (use of computer keyboard, typewriter, note-keeping or similar format)
- Must be able to effectively adjust to stressful situations (handling irate customers, continual questioning & explanations)
- Must be able to effectively give and receive verbal and written directions

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**This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and effects of working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job description to meet changing circumstances; emergencies, priority assignments, changes in personnel, workload, technological developments, etc.**

### **CERTIFICATION**

“I have read this job description, and certify that I can perform all essential job functions without a significant risk to my own health and the health and safety of others that cannot be eliminated by reasonable accommodations”. The District may amend this position’s description from time to time at their discretion. In addition, the Executive Director, and/or appointed authority, have and retain the rights to revise, eliminate, combine, and or establish positions and classifications. Amendments by the District shall be effective on such date as designated.

Employee Printed Name:			
Employee Signature:		Date:	__/__/____