

CITY OF Wood River, Illinois

POSITION TITLE: Recreation Supervisor
DEPARTMENT: Parks and Recreation
SUPERVISOR: Director & Assistant Director

Job Summary

Coordinates special events, athletic and leisure programs, facility management, minor maintenance and repairs of equipment used in assigned programs and other duties as assigned. Hires and/or recruits part-time and volunteer staff needed to administer programs.

Job Scope

Supervises part-time and volunteer personnel. Assists in development of program budgets.

Principle Duties and Responsibilities

- Assists in hiring, training, and management of part time personnel for athletic leagues, summer camps and special events.
- Assists with the expansion and implementation of programs as assigned and assists with coordination of building, field and court usage.
- Records, maintains and deposits revenue brought in from departmental programs.
- Recruits and dismisses program personnel subject to approval of supervisor and following City policies.
- Assists with budget preparation for programs.
- Helps with marketing and promotion of activities on social media as well as the creation of marketing materials such as flyers, newspaper ads, and program guides.
- Organizes and operates youth and adult leagues and programs. Handles administration, publicity, advertising, correspondence and scheduling.
- Purchases and inspects supplies, equipment, and awards. Delivers to appropriate sites.
- Evaluates the adequacy and efficiency of each program operation by recording the program participation and residency, cost analysis, program surveys, personnel, inventories, equipment, public usage of facilities, maintenance and repair, and inspections.
- Answers questions from the public and program participants on concerns and complaints.
- Assists with the implementation of specialized programs, such as clinics, tournaments, special events and other community service projects as needed.
- Maintains all programs operations and event records.
- Prepares program and leadership manuals for coaches and instructors.
- Assists with departmental agreements and contracts.
- Coordinates and oversees the summer day camp program with the Day Camp Supervisor

- Maintains positive work atmosphere by behaving and communicating in a manner that promotes good working relationships with the public, co-workers, and supervisors.
- Performs other duties as assigned (It is the City's desire to maximize each employee's value and capability by promoting cross-training to enable him/her to do several jobs.)

Skills, Knowledge and Abilities Required

Knowledge of the principles and techniques of recreation administration. Working knowledge of the following areas: special events, athletic tournament management; physical education; field and court scheduling; recreation programming, athletics & sports, facility management and personnel management; business management and administration. Ability to prepare and maintain departmental and projects budgets and maintain various records. Ability to proficiently use a computer terminal and a variety of software packages. Ability to supervise and train professional, technical and clerical subordinates. Ability to work irregular hours and jobs as necessary and to establish and maintain effective working relationships with supervisors, other employees and the general public.

Education, Certification and Experience Required

Requires a Bachelor's Degree in parks and recreation, physical education or a related field. Certified Park & Recreation Professional (CPRP), preferred. Requires a valid State of Illinois Driver's License. An equivalent combination of education, training and experience will be considered.

This job description is not intended to imply that the duties identified above are the only duties to be performed by the employee(s) in this position. Employees may be required to perform other duties as requested, subject to applicable state and federal laws. This job description or certain job functions described herein may be subject to modification in accordance with applicable state and federal laws.

Salary range \$40,000 to \$50,000 DOQ.

Excellent benefit package including 100% employee paid health, dental, life insurance, vacation & sick leave, defined benefit retirement plan and education incentives.

Visit <http://www.woodriver.org/EmploymentOpportunities/EmploymentOpportunities.htm> for a copy of the application. Send completed application and resume to: City of Wood River Parks & Recreation Department, 633 North Wood River Ave., Wood River, IL 62095 or jobs@cityofwoodriver.com by 12/16/22. Position will remain open until filled.