

## **Freeport Park District Job Description**

**Job Title:** Full Time (Exempt) Recreation Supervisor  
**Department:** Recreation  
**Reports To:** Superintendent of Recreation

### **Summary**

Responsible for the planning, organization, and overall management of a wide variety of recreation programs and facilities, including but not limited to special events, aquatics, athletics, special recreation, safety, outdoor recreation, bus trips, martial arts, adult, and youth programs. Works with other Park District staff, volunteers, and community organizations to plan and implement programs.

### **Essential Duties and Responsibilities**

- Oversees all aspects of the Freeport Park District's recreation programs.
- Oversees all aspects of Freeport Park District's programs for individuals with disabilities including Special Olympics Team.
- Oversees all aspects of the Freeport Park District's special events and community events where the Park District is a partner.
- Recruits, trains, supervises, and evaluates staff, paid and volunteer, for assigned areas of responsibility.
- Assist in managing Park District recreation facilities including Aquatic Center, Miniature Golf Course, Carousel, Boat Rentals, and concession facilities.
- Maintains American Red Cross Certifications in Lifeguard Instructor Trainer and Water Safety Instructor Trainer. Coordinates and teaches Lifeguard and Water Safety Instructor courses as sponsored by Freeport Park District.
- Develop and conduct in-service training for aquatic staff, Freeport Park District staff and volunteers.
- Works closely with local schools and other community organizations in the operation and utilization of facilities for programs.
- Monitors current program revenues and expenditures on a regular basis to assure adherence to the budget.
- Monitors all recreation program registration to determine and handle A.D.A required assistance.
- Maintains accurate medical forms and attendance records for program participants.

- Serves as Freeport Park District's ADA Compliance Officer. Inspects Park District facilities on a regular basis to assure safety, accessibility, and ADA compliance. Makes recommendations on A.D.A. requirements and improvements.
- Represents Freeport Park District on Northlands Association of Special Recreation Council.
- Works with Public Relations Specialist to promote and communicate the Freeport Park District's program offerings and facilities.
- Evaluates program content through communication with participants, staff and family members, as well as through analysis of attendance records.
- Continually strives to offer new and innovative programs for all assigned areas for responsibility.
- Prepares individual program budgets for each program offered using District budgeting procedures.
- Submits weekly board reports.
- Presents information, projects and proposals to administrative staff and Park Board as needed.
- Keeps program masters and information updated on computer.
- Assists with Park District Office operations and customer service, including but not limited to program registration and facility reservations.
- Ability to work a flexible schedule including evening and weekend hours.
- 15% to 20% of time will be spent assisting with Risk Management.
- Other tasks as assigned.

### **Supervisory Responsibilities**

Directly supervises part-time and seasonal employees. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include: interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE** Bachelor of Science degree in Recreation and Parks Administration or related field. Willingness to work towards Certified Park and Recreation Professional Status through the National Recreation and Parks Association. Experience in recreation programming, special event coordination, management, aquatics and facility management preferred. Experience working with people with disabilities.

**LANGUAGE SKILLS** Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

**MATHEMATICAL SKILLS** Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**REASONING ABILITY** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**CERTIFICATES, LICENSES, REGISTRATIONS** Valid Illinois Drivers License required. Must be able to attain Certified Park and Recreation Professional status, Food Service Sanitation, Lifeguard Instructor Trainer, Water Safety Instructor Trainer, First Aid and CPR certifications. Certified Therapeutic Recreation Specialist status and ADA Coordinator Training Certification Program desirable.

**PHYSICAL DEMANDS** The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is occasionally required to stand; walk; sit; swim; use hands to finger, handle, or feel; reach with hands and arms; talk or hear; and taste or smell. The employee must occasionally lift and/or move objects up to 50 pounds.

**WORK ENVIRONMENT** The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment varies.

Reviewed 9/3/21

By: