



Department: Recreation
Classification: Full-Time
Accountability: Reports to Superintendent of Recreation

Job Requirements

- Bachelor's degree in Recreation or related field and / or minimum 2 years related work experience in administration of programs and supervision of personnel.
- Valid Illinois State Driver's License (*Class D*).
- Proven successful experience in leadership in a supervisory capacity
- Excellent communication skills (*written and verbal*).
- CPR / AED certification (*through in-house training and certification*).
- CPRP Certification or ability to obtain within 12 months of being hired if CPRP criteria is met.
- Professional behavior to include respect for patrons, staff and the community.
- Promote positive image of the Oregon Park District.
- Flexibility, patience, maturity, good personal hygiene and professional dress.

Essential Functions / Responsibilities

- Develop, market and manage recreation programs for all ages. To include the Extended Time program, summer camp and all general recreation and senior recreation programs.
- Develop program procedures to align with District policies.
- Actively serve as the Extended Time and summer camp leader by maintaining a visible presence during program hours.
- Supervise part-time recreation staff & volunteers.
- Evaluate current programs and activities and modify as needed.
- Turn in incident / accident reports in a timely manner and follow-up with patrons when necessary.
- Manage, organize, and procure necessary supplies and equipment for programs.
- Utilize the District marketing guide and submit marketing materials accordingly for all recreation programs.
- Obtain sponsorship dollars, donations of goods and services when necessary.
- Prepare payroll for all staff reporting to this position.
- Conduct staff evaluations / performance appraisals.
- Recruit and train recreation staff and volunteers.
- Prepare program budget with projected expenditures and revenues.
- Assess needs of community and recommend any modification of existing programs and implementation of new programs.
- Perform other duties assigned by Superintendent of Recreation and / or Executive Director.

Facility Maintenance

- Assure a safe and hazard free environment by inspecting furniture, equipment, etc.

- Take the necessary action to correct and safeguard against potential problems and / or accidents.
- Report broken or malfunctioning equipment to the Superintendent of Recreation and / or Maintenance.

Job Specifications (Personnel)

- Must work closely with co-workers and patrons.
- Interact with patrons, co-workers and other park district staff in a professional and positive manner.
- Ability to resolve differences and situations that arise
- Maintain confidentiality regarding participant's private information.

Marginal Functions

- Report all accidents, injuries, and other pertinent information to the Superintendent of Recreation
- Substitute as needed for supervised staff in their absences when necessary.
- Drive District vans for trips when needed, and transport children for field trips or to and from the school to park district site.
- Recruit and manage volunteers to assist with special events and programs.
- Assist in layout and design of fliers, program handbooks, special event brochures, posters, bulletin boards and any other promotional materials as needed.
- Submit program information in timely manner for the Activity Guide
- Photograph events and programs and help maintain computer photo file.
- Submit written weekly and monthly reports.
- Meet with other agencies interested in developing recreational and leisure service programs, or co-sponsoring programs, trips, events, etc.
- Work closely with local school district to determine recreation needs of families and to coordinate the Before and After School programs.
- Work closely with the Rock River Center to determine the recreation needs of the senior population and coordinate programs accordingly.
- Attend staff meetings, workshops, seminars, and training sessions as assigned.
- Participate in special events as staff when possible.

Environment Considerations

- Worker is exposed to chemicals (*cleaning materials*).
- Worker is exposed to indoor conditions.
- Worker is exposed to outdoor weather and temperatures for short periods

Essential Mental / Physical Requirements

- While performing this job, the employee is required to speak and listen, stand, walk, use hands, sit, stoop or kneel, bend and lift and/or move up to 40 pounds.
- Specific vision requirements include, distance, color vision, peripheral and depth perception and ability to adjust focus.
- Worker must be able to follow directions with safe follow through and exercise good judgment and safety awareness.
- Must be able to deal with people under stress and demanding situations.
- Must be able to function in a fast-paced environment.

Reasonable accommodations may be made to enable individuals with disabilities.

This job description is meant as an outline and does not represent all duties.

(Revised 10-12-2021)