

Recreation Supervisor- Full time Exempt

Wauconda Park District

Contact Name: Cindy Babicz

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Closing Date: November 18

Salary: \$48,000-\$52,000

**JOB SUMMARY:** The Recreation Supervisor reports directly to the Director of Recreation. The Recreation Supervisor is responsible for the development, management, and promotion of the District's seasonal beach facility, birthday parties/rentals and special events for the beach facility, Active Adults, Holiday Special Events, Gymnastics and additional programming to include Before and After Care or Athletics.

**ESSENTIAL RESPONSIBILITIES:** Directly supervise/mentor seasonal staffing of lifeguards, swim lesson instructors, managers, birthday party staff, and concessions/admissions staff for Phil's Beach to include: hiring, firing, training, assigning, supervising and evaluating. Responsible for the development of the beach program budget, risk management procedures, and operational procedures for the beach facility as well as birthday parties, gazebo rentals and off-season facility rentals.

Responsible for planning, budgeting, organizing, evaluating and supervising recreation programs including, but not limited to Active Adults, Gymnastics, Before and After Care and/or Athletics and various special events. Supervisory responsibility for a number of part-time employees, volunteers, and third-party contractors.

**QUALIFICATIONS:** Applicants must have a minimum of a bachelor's degree in recreation, facility management, education or related field. At least 2 years relevant experience preferred. Prior supervisory experience desirable. WSI Certification, Lifeguard Instructor Training Certification (American Red Cross) and CPR Instructor Certification or ability to obtain certifications within the first 6 months. Valid Illinois Driver's License.

**SCHEDULING & PAY:** This is a full time exempt (salary) position. Hours are Monday – Friday, 9:00am – 5pm with evening and weekend hours as needed.

**BENEFITS WE OFFER:** In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Insurance
- Life Insurance (basic & voluntary)
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan (optional)
- Paid Holidays, Personal Days, Vacation, Sick Time
- Professional Membership Dues
- Park District Facility Discounts and Usage Benefits

APPLY by sending your cover letter and resume to Cindy Babicz at [cbabicz@waucondaparks.com](mailto:cbabicz@waucondaparks.com).

If interested, please apply early. Recruiting and interviewing will begin immediately. The Wauconda Park District is an Equal Opportunity Employer.