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### Board of Commissioners

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## **OPEN POSITION**

Job Title: **Recreation Supervisor I.**  
Department: Recreation.  
Classification: PRN/Seasonal/Temporary.  
Reports To: Kira Davis, Superintendent of Recreation.  
Compensation: \$18-\$20 USD per hour. 30-38 hours per week.  
Position(s): One (1).  
Posting Date: 03-28-2025.  
Closing Date: 04-25-2025.  
Start Date: 05-27-2025.  
End Date: 08.15-2025.

### **Summary**

The Recreation Supervisor is responsible for coordinating and organizing sports and recreational programs, planning, and supervision of Park District programs. They supervise paid and volunteer recreation personnel in program activities by performing the following duties.

**Essential Duties and Responsibilities** include the following. Includes other duties as assigned.

- Supervises paid and volunteer recreation personnel in program activities; including the recruiting, scheduling, training, and evaluating of assigned recreation staff.
- Develops, promotes, and supervises either one specific or a wide range of recreation programs.
- Introduces new program activities, equipment, and materials to staff.
- Promotes and interprets recreation services and programs to the public and participates in community meetings and organizational planning.
- Works with administrative staff, SRA staff or other professional personnel to integrate patrons with special needs into recreational programs.
- Must be able to drive a vehicle to monitor recreational programs and activities.
- Other duties as assigned.

### **Safety and Risk Management**

- Addresses unsafe employee behaviors by approaching, correcting and coaching.
- Enforces safety and risk management disciplinary policies and procedures.
- Provides material-handling equipment or staff assistance when lifting and/or moving objects 50 lbs. or greater.
- Promotes the use of material-handling equipment or staff assistance, when possible, to reduce lifting and moving injury exposures.
- Provides a department-specific safety orientation for new employees that includes job instruction

and ergonomic training.

- Provides safety in-service training to current employees.
- Completes incident/accident report forms and promptly forwards them to the Assistant Director.

## **Supervisory Responsibilities**

- Supervises program activities of paid and volunteer recreation personnel.
- Recruits, schedules, coaches, and evaluates assigned recreation personnel.
- Develops, promotes, and supervises either one specific or a wide range of recreation programs.
- Enforces safety and risk management disciplinary policies and procedures.

## **Competencies**

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Use good safety awareness, judgment and follow policies; reports potentially unsafe conditions; uses equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- Planning/Organizing – Prioritize and plan work activities and use time efficiently.
- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and tries new things. Must have ability to deal with people and patrons under stressful situations.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Verbal Communication – Listen and get clarification; and responds well to questions.
- Organizational Support – Follow policies and procedures.

## **Qualification**

- Must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- Must be at least 21 years of age or older.
- Must have reliable transportation to and from work on a daily basis.

## **Education and/or Experience**

- Bachelor's degree in Park and Recreation Management, education, or any other related field is preferred but not required. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.
- Must have at least 3 years of experience in operating recreation programs childcare services, or a related field.
- Or must have an equivalent combination of education and experience.

## **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 patrons or employees of the Park District.

## **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.

## **Computer Skills**

To perform this job successfully, an individual should have knowledge of registration, word processing software and the Internet.

## **Certificates, Licenses, Registrations**

- Must maintain a valid IL driver's license.
- Ability to pass the defensive driving course as required.

## **Physical Demands**

The physical demands described here are representative of those that an employee must meet 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 and sit. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision and depth perception.

## **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.

- Exposed to various outside weather conditions including hot temperatures, humidity and cold.
- The noise level in the work environment is usually moderate.

## **Benefits & Employee Privileges**

- Weekly pay on Fridays.
- Flexible schedule.
- Free fitness center membership + one (1) additional person.

## **To Apply**

- Submit a completed employment application and updated resume in-person at the Hazel Crest Park District front desk. Employment application can be retrieved from our front desk or downloaded on our website: [www.hazelcrestpark.org](http://www.hazelcrestpark.org) > Employment Opportunities.
- Submit a completed employment application and/or updated resume via email to LaQuita Bell, Executive Secretary, at [LBell@hazelcrestpark.org](mailto:LBell@hazelcrestpark.org).
  - Please put "Recreation Supervisor application" in the subject line.
  - Please attach both the completed employment application and resume in PDF format.