



2600 171st Street
Hazel Crest, IL 60429
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www.hazelcrestparks.org

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OPEN POSITION

Recreation Supervisor

Full-Time Management | Salary-Exempt

Posting Date: June 5, 2026

Position Open Until Filled

Salary Range

\$45,000.00 - \$55,000.00 per year.

(Depending on Qualifications)

Join Our Team!

The Hazel Crest Park District is seeking an energetic, organized, and community-focused professional to serve as our next Recreation Supervisor.

This is a full-time management position responsible for the day-to-day supervision of Recreation Department operations, staff, programs, athletics, camps, special events, and customer service functions. The Recreation Supervisor serves as a key operational leader within the Recreation Department and plays an important role in ensuring high-quality programs and services are delivered to the Hazel Crest community.

Position Summary

Under the direction of the Superintendent of Recreation, the Recreation Supervisor is responsible for planning, coordinating, implementing, and evaluating recreation programs and services while providing direct supervision and leadership to Recreation Department staff.

The Recreation Supervisor assists in managing daily departmental operations, supports customer service initiatives, oversees program implementation; and helps ensure safe and effective operations throughout the Recreation Department.

This position may also serve as the designated Manager-on-Duty during assigned shifts, programs, events, and facility operations.

Essential Duties and Responsibilities

Recreation Programming & Operations

- Plan, organize, implement, supervise, and evaluate recreation programs, athletics, camps, special events, and community activities.
- Assist with administration and oversight of the After-School Program, Summer Camp, youth programs, adult programs, athletics, and special events.
- Coordinate program schedules, facility usage, staffing assignments, and operational logistics.
- Monitor program performance and recommend improvements.
- Assist with the development of new programs and community engagement opportunities.
- Ensure recreation programs are delivered in accordance with District policies and standards.

Supervisory & Management Responsibilities

- Directly supervise the Athletics Coordinator, Recreation Coordinator, Recreation Assistants, seasonal staff, instructors, volunteers, and interns.
- Recruit, train, schedule, coach, and evaluate assigned staff.
- Conduct regular staff meetings and provide ongoing performance feedback.
- Assist the Superintendent of Recreation with employee discipline, performance management, and corrective action processes.
- Assist the Superintendent of Recreation in ensuring adequate staffing coverage for programs, facilities, and events.
- Promote a professional, customer-service-oriented work environment.

Front Desk & Customer Service Oversight

- Provide oversight of front desk operations and customer service functions.
- Assist staff in resolving participant and customer concerns.
- Ensure proper registration procedures, cash handling, reporting, and administrative processes are followed.
- Maintain high standards of customer service throughout the department.

Administrative Responsibilities

- Prepare reports, schedules, correspondence, program evaluations, and operational documents.
- Assist with departmental budgeting, purchasing, and expenditure monitoring.
- Maintain accurate records and documentation.
- Support implementation of departmental goals and operational improvements.

Safety & Risk Management

- Ensure compliance with all Park District safety policies and procedures.
- Monitor programs and facilities to identify and address safety concerns.
- Investigate and document incidents and accidents.
- Ensure staff receive proper safety training and follow established procedures.

Manager-on-Duty Responsibilities

When designated as Manager-on-Duty, the Recreation Supervisor shall:

- Serve as the acting management representative for assigned facilities, programs, or events.
- Respond to customer concerns, operational issues, emergencies, and staff needs.
- Exercise sound judgment in resolving issues consistent with Park District policies.
- Communicate significant incidents and operational concerns to the Superintendent of Recreation and/or Executive Director.
- Ensure facilities and programs operate safely and effectively.

Transportation Responsibilities

- Safely transport program participants to and from program locations, activities, and field trips using Park District vehicles.
- Conduct vehicle inspections and follow transportation safety procedures.
- Maintain appropriate supervision and accountability of participants during transportation.
- Comply with all Park District transportation policies and procedures.

Minimum Qualifications

- Must be at least twenty-one (21) years of age.
- Valid Illinois Driver's License is required.
- Minimum of two (2) years of supervisory experience is required.
- Minimum of three (3) years of progressively responsible recreation, athletics, youth programming, child care, camp, or related experience is required.
- Associate's Degree in Parks & Recreation, Recreation Administration, Education, Business Administration, Public Administration, or a related field preferred.
- Ability to obtain and maintain CPR, AED, and First Aid certifications.
- Ability to successfully pass a criminal background check.

Knowledge, Skills, and Abilities

- Knowledge of recreation programming, athletics, camps, special events, and youth services.
- Knowledge of supervisory and personnel management practices.
- Ability to supervise, motivate, and evaluate employees.
- Strong organizational, leadership, and problem-solving skills.
- Strong written and verbal communication skills.
- Ability to manage multiple projects and deadlines simultaneously.
- Ability to provide excellent customer service and effectively resolve conflicts.
- Ability to establish and maintain effective working relationships with staff, participants, community partners, and the public.

Schedule & Availability

This position generally works weekday business hours; however, flexibility is required.

Candidates must be available to work:

- Evenings
- Weekends
- Holidays (as assigned)
- Special events
- Seasonal programs
- Manager-on-Duty assignments
- Emergency situations when needed

Employee Benefits

The Hazel Crest Park District offers a competitive benefits package, including:

- Participation in the Park District's Health Insurance Plan (medical, dental, vision, and life insurance).
- Participation in the Park District's Retirement Plan (Illinois Municipal Retirement Fund).
- Paid holiday, personal, sick, and vacation leave.
- Professional development opportunities through:
 - Illinois Association of Park Districts (IAPD).
 - Illinois Parks and Recreation Association (IPRA).
 - Park District Risk Management Agency (PDRMA).
 - South Suburban Parks and Recreation Professional Association (SSPRPA).
 - South Suburban Special Recreation Association (SSSRA).
 - National Recreation and Parks Association (NRPA).
 - Other partner professional organizations.
- Free Fitness Center Membership for employee plus one (1) additional person
- Up to two (2) free facility rentals per year.

How to Apply

Interested candidates should submit a completed employment application and resume to:

Submit via email to:

Yonetta Walker

Superintendent of Recreation

Hazel Crest Park District

ywalker@hazelcrestparks.org

OR

Submit in person:

Hazel Crest Park District Community Center

2600 171st Street

Hazel Crest, IL 60429

Equal Opportunity Employer

The Hazel Crest Park District is an Equal Opportunity Employer and encourages qualified individuals of all backgrounds to apply.