



Superintendent of Recreation

(THIS IS AN IMRF QUALIFIED POSITION)

GENERAL STATEMENT OF DUTIES:

Responsible for development and supervision of recreational programs, athletic programs and supervising Community Recreation Center. Coordinates activities of paid and volunteer recreational personnel. Trains personnel and evaluates performance. Interprets recreation service to public and participates in community meetings and organizational planning.

Supervises clerical, technical staff, facility custodian, security, and recreation department.

DUTIES AND RESPONSIBILITIES:

1. Plans and implements athletic programs consistent with needs and desires of Foss Park District.
2. Responsible for day to day operation of Community Recreation Center. Coordinates routine maintenance of all systems i.e. heating, alarm, fire safety and drills and oversees general maintenance of the building. Regular safety inspection of facility and vehicles.
3. Prepares annual budget for the Recreation Department and makes recommendations for the purchase of supplies equipment and manpower requirements. Administers the budget as adopted by the Park Board. Monitors expenditures to maintain budget guidelines. Prepares P.O. and check request in accordance with established accounting procedures.
4. Attends monthly board meetings and scheduled staff meetings.
5. Assists in proper inventory of all supplies and materials. Assist Director in risk management to insure work performed and services provided are implemented in a safe manner.
6. Establishes and nurtures a positive public image. Attends regularly community meetings that have importance to the effective functioning of assigned program areas. Works

closely with school officials of facilities that are used for programs and activities within area of responsibility.

7. Works cooperatively with the parks department in scheduling maintenance work.
8. Attends training seminars, and workshops as assigned.
9. Keeps current with needs of community and trends in recreation and athletics.
10. Perform other related duties as required or assigned.

HOURS:

Superintendent of Recreation shall be on duty as required of the position or scheduled by the Executive Director.

QUALIFICATIONS:

Documents that establish both identity and employment eligibility are required.

Education:

- Bachelor of Science in Recreation and Park Administration or related field preferred.

Experience:

At least two (2) years' experience in recreation and athletic programming management.

Knowledge and Abilities:

- General knowledge of recreation, parks and leisure field.
- Working knowledge of facility management.
- Considerable knowledge and ability to plan and organize and supervise athletic programs.
- Ability to communicate effectively both orally and in writing.

Licenses:

- Valid Illinois Driver's License

Physical Requirement:

Physical condition adequate to conduct on-site inspections and field visitations.