
Recreation Supervisor

Public Relations and Website/Social Media

Job Description

Under the supervision of the Deputy Director of Recreation, the Recreation Supervisor is responsible for district-wide community and media relations as well as the coordination and evaluation of specific recreational programs. The Recreation Supervisor is also responsible for the strategic planning and marketing of the program catalog, program and event publications, various press materials and releases. The Recreation Supervisor will provide assistance to the Deputy Director of Recreation at special events or in designated matters, and provide direction and assistance to the program support staff to ensure these programs are run effectively and efficiently in order to aid the Director of Recreation to successfully reach the goals and objectives of the Recreation Department.

Qualifications

Must be able to uphold and enforce Park District Policies and Procedures, be able to provide work direction and supervision and have a comprehensive understanding of inventory control and budgeting. Bachelor's Degree in Recreation or related field or 5 years' experience in recreation is required. Possess or working toward CPRP certification and able to maintain professional development credits to meet national requirements. Illustrate a general knowledge of computer systems and be proficient in registration software. This position also requires CPR, AED and First Aid certification.

Primary Responsibilities

This person's duties shall include, but not be limited to:

1. **Public Relations:**

- Represents the Park District at community events and assists with the coordination of public events involving the Park District
- Responsible for creating and/or developing, organizing and coordinating the publication and distribution of the seasonal program catalogs and other District publications
- Responsible for the development of news releases, presentations, articles, advertisements, as well as story submissions to the local news media
- Responsible for coordinating, submitting and reporting of recreational and programming grants
- Responsible for promotion, solicitation, development, implementation and generation of sponsorship revenue for the seasonal program catalog's advertising programs
- Responsible for the promotion, solicitation, development, implementation and generation of sponsorship revenue for the District and Park District's annual event
- Coordinates and maintains inventory of signage for District's annual event
- Responsible for research, design, acquiring and maintenance of Park District promotional giveaways, exhibit materials and equipment
- Responsible for ordering Park District branding materials including letterhead, envelopes, business cards and professional name badges for full-time staff
- Responsible for District social media and website maintenance
- Responsible for designing and distribution of community event posters
- Responsible for generation of program sponsorship revenue

2. **Registration System:**

- Program maintenance; ensures information is current and accurate
- Responsible for initiating refunds, credits and transfers pertaining to designated programs

3. **Assistant:**

- To the Deputy Director of Recreation for training, special projects and general office support

4. **Liaison:**

- Serves as the intercommunication liaison for the New Lenox Friends of the Parks Foundation Board, including the coordination of membership drives, fundraising efforts, coordinating monthly meeting agendas, meeting minutes and Board Packet preparation, as they relate to the New Lenox Community Park District's mission statement

Recreation Supervisor *(continued)*

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- Serves as an information/communication liaison for Community Organizations and Local Government Agencies
- 5. Budget:
 - Forecasts, monitors and stays within strict budget guidelines for specific line items
- 6. Staff Supervision/Training:
 - Interviews, hires and supervises recreation leaders and support staff for designated programs
 - Provides appropriate training for recreation leaders and support staff for designated programs
- 7. Payroll:
 - Oversees and approves bi-weekly payroll for recreation staff
- 8. Monthly Reporting:
 - End of month reports
 - Assists the Director of Recreation with information for Board Reports
- 9. Other Duties:
 - Clerical support as needed

Secondary Responsibilities

1. Back-up functions to the Deputy Director of Recreation
2. Back-up functions to other Recreation Supervisor(s)