

6/18/18

Recreation Supervisor

Village of Godfrey

Godfrey, IL - Full time

Job Summary

Supervises and implements recreational programs, leagues, leisure programs and educational classes for the department. Hires and supervises part employees. Assists with the Recreational budget and operations. This position will assume the Director's duties in his or her absence

Qualifications

Knowledge of the principles and techniques of recreation administration. Working knowledge of at least five of the following areas: recreation programming of playing fields, courts and centers; athletics; leisure activities and the arts; program equipment maintenance; recreation facility management; leagues and tournament management; special events and festivals; coordination and management of program volunteers; and business management and personnel management. Knowledge of modern management principles and techniques. Knowledge of state and local purchasing regulations. Ability to prepare and maintain departmental and project budgets. Ability to prepare and maintain complex records. Ability to utilize a computer terminal and a variety of software packages. Ability to supervise and train professional, technical and clerical subordinates. Ability to work irregular hours and jobs as necessary. Ability to communicate effectively, orally and in writing. Ability to establish and maintain effective relationships with elected officials, other employees and the general public.

Special Requirements

Requires a Bachelor's Degree in parks and recreation, physical education, sports management, public relations, or a related field. Requires a valid State of Illinois Driver's License. Ability to obtain First-Aid, CPR & AED certification within four months. An equivalent combination of education, training and experience will be considered. Ability to obtain IL food Certification License within six months, must reside within 25 miles of Godfrey.

Please email all resumes and applications to Todd Strubhart @tstrubhart@godfreyil.org

Or mail resume and application to

Village of Godfrey, IL

Parks and Recreation Department

6810 Godfrey Road

P.O Box 5067

Godfrey, IL 62035

Position open until filled / Salary DOQ