

JOB TITLE: Summer Recreation Program Coordinator

WORK HOURS: 40 hours/week, Mid May – Mid August
Includes July 4, some weekends and evenings

ILLUSTRATIVE DUTIES:

Administrative

Maintain accurate records regarding Summer Recreation Program (SRP), Summer Teen Series (STS), Family Recess and Rec Camp activities.
Revise and update leader programming notebooks.
Add all comments received about the Park District and/or programs to the CWPD comment log.
Prepare a weekly schedule of volunteers in cooperation with the Recreation Coordinator.
Attend program staff meetings.
Prepare written evaluations of the programs.

Personnel

Supervise all recreation leaders and volunteers.
Conduct training sessions, planning meetings, and performance evaluations of recreation staff and volunteers.
Make recommendations to the Recreation Coordinator for staffing needs.

Programming

Supervise operations of SRP, Teen Games and Bonfire, Family Recess and more.
Review leader schedules, make recommendations for improvement, and be a resource for programming ideas.
In cooperation with Recreation Coordinator, plan, coordinate, implement, and supervise two summer special events.
Make recommendations for program ideas and improvement.

Public Relations

Serve as a public relations liaison with the community.
Maintain a positive relationship with media personnel and government entities involved with the Park District programming.
Write news releases about program activities and summer special events.
Conduct a litter sweep and safety check when at the parks.

General Duties

Maintain CPR and first aid certification.
Enforce all park rules and regulations.
Conduct park visitations weekly to assess program and staff success.
Organize program equipment distribution.
Organize supplies for programs and pack supply bins for daily programs.

Deliver drinking water to program park sites
Conduct end of the season clean up and inventory of program supplies.
Make recommendations for improvements to all programs supervised
Other duties as assigned.

QUALIFICATIONS:

Proven experience with children's programs.
Exceptional organization and communication skills.
Excellent supervisory skills.
Must be insurable by Park District insurance to operate vehicles.
Reliable transportation.
An ability to work well with others and as part of a team.
Prior knowledge of and/or experience with outdoor recreation programs.