



## JOB POSTING

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<b>Job Title:</b>	<b>Recreation/Program Supervisor</b>
<b>Hours:</b>	Full time Position, Hours as scheduled
<b>Hiring Rate:</b>	To Be Determined
<b>Application Deadline:</b>	Until position is filled

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The Village of Antioch has vacancy in the Parks and Recreation Department:  
**Recreation/Program Supervisor**  
One position is available at this time.

Under supervision of the Parks Director, plan, organize, direct, schedule and evaluate all recreational and program activities. Responsible for the scheduling and supervision of recreation staff (Camp Crayon, Day Camp, Pool Staff, etc.). Addresses areas of concern by staff, parents, participants and the general public. Promotes and advertises recreation activities/programs. Conducts orientations, registrations and clinics for the Department. Chaperones youth/adults on various trips. Maintains safety and well being of staff and participants. Assists with special events, develops and controls program budgets and develops new programs as the needs of the communities dictates. Performs other duties as directed by the Parks Director.

### **Requirements Include:**

- Minimum of Bachelors Degree in Parks and Recreation or related field.
- Related work experience of 1 to 3 years in Management or Recreation.
- Certification in CPR and First Aid or the ability to be certified.
- Any equivalent combination of training and experience that produces the competencies desired for the position will be considered.
- Ability to establish and maintain effective working relationships with staff and communicate effectively with parents and children.
- Ability to communicate effectively, verbally and in writing, with customers and the general public during all recreational activities and programs.
- Ability to maintain a high level of confidentiality concerning safety, health and work related matters.
- Ability to communicate different concerns about personnel, resources, and conflict management to the Director in confidence.

### **To Apply:**

If interested, please fill out an application for employment at [www.antioch.il.gov](http://www.antioch.il.gov) or apply in person at the Village Hall, 874 Main Street, Antioch, IL, 60002. Applications accepted Monday through Friday between the hours of 8:30am – 5:00pm.