



VILLAGE OF ORLAND HILLS

Part Time Recreation Supervisor \$19/hr. (20-25 Hours per week) Hours and Days May Vary

Job Description

Under the supervision of the Assistant Recreation Director (s), Assistant Village Administrator, and Village Administrator will be responsible for aiding in the programming for the Recreation Department. The Recreation Supervisor will provide direction and assistance to ensure that these programs are run effectively and efficiently in order to aid in successfully reaching the goals and objectives of the Recreation Department.

Qualifications

Must be able to uphold and enforce Village Policies and Procedures, be able to work independently or in a team environment. Illustrate a general knowledge of computer skills and/or other functions deemed necessary to perform duties as given. Exceptional verbal and written communications; along with excellent organizational skills and attention to detail. Ability to prioritize tasks as needed. Ability to create and present ideas to further enrich the Village of Orland Hills.

Applicant must have a High School Diploma but an Associates is preferred and/or the equivalent combination of training and experience required. Knowledge of the philosophy, mission, leadership needs, and planning requirements of the Village is preferred. This position prefers CPR, AED, and First Aid certification. This position's hours may vary depending on department and/or Village's needs. This is a Non-Union position.

Primary Responsibilities

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

1. **Programs:**
 - Help research, develop, organize, maintain, promote, staff, and coordinate programs. This includes text production for the catalog and system data entry
 - Help to develop program surveys for designated areas/programs
 - Monitors contracted officials and programs
 - Helps with daily program operations
2. **Registration System:**
 - Program maintenance: ensures information is current and accurate
 - Help with reports for refunds, credits and transfers pertaining to designated programs
3. **Assistant:**
 - Development and maintenance of departmental procedures
 - To the Assistant Recreation Director (s) for training, special projects, and general office support
4. **Reporting:**
 - End of month reports
 - Assist with information for Board Reports
5. **Other Duties:**
 - Assist various departments with projects
 - Other duties deemed necessary.



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Secondary Responsibilities

- Back-up functions to other Recreation Supervisor(s)
- Back-up functions to the Assistant Recreation Director (s)

Physical Requirements

- Must be able to lift up to 15 pounds along with prolonged periods of sitting and/or standing.

HOW TO APPLY:

Apply with resume, cover letter, and contact information for three professional references by April 15, 2024 to Brian O'Neill, Village Administrator. Questions about the position: TEL: 708-349-6666 or email: boneill@orlandhills.org