

Mokena Community Park District

10925 West La Porte Road - Mokena, IL 60448



JOB TITLE: Site Supervisor
DEPARTMENT: Recreation
REPORTS TO: Superintendent of Recreation and/or Recreation Supervisor
CLASS/FLA: Seasonal Part-Time / Non-Exempt
HOURS: 10-20 hours per week
DAYS: Monday-Friday, Saturday & Sunday

SUMMARY

Under the direction and supervision of the Superintendent of Recreation and/or Recreation Supervisor, the Site Supervisor acts as a representative of the Recreation Department and is responsible for providing friendly customer service and supervision of Park District activities at various park sites within the boundaries of the Mokena Community Park District, as well as Mokena School District #159, Summit Hill School District #161, and Lincoln-Way School District #210.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include, but are not limited to:

- Provide enthusiastic customer service by greeting and welcoming guests and recreation program participants with a warm and friendly attitude.
- Monitor all patrons entering and exiting the facility for ensuring proper placement of participants and spectators.
- Set-up for programming (as needed) and ensure the area is properly cleaned and ready to go; inspect areas after programming; document and report any damage to the area and/or its contents.
- Open and close the facility; provide facility checks throughout the shift; report any maintenance issues to the proper facility staff.
- Respond and resolve issues requiring your attention (instructors, coaches, referees, spectators, scheduling conflicts); call supervisor if in need of assistance.
- Respond to potential emergencies and ensure proper procedures are followed; follow guidelines outlined in the Park District Crisis Management Plan.
- Perform other duties as requested by immediate supervisor.
- Ensure all required paperwork is completed in a timely manner.
- Work to ensure a safe environment for program participants, staff, and members of the general public, within the established Park District Loss Control Program.

SKILLS AND EDUCATIONAL REQUIREMENTS

The individual must be able to perform each essential duty satisfactorily. Initiative and independent work habits are a must. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

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Knowledge, skills, and mental development equivalent to the completion of two years of college; experience in customer service and supervision preferred. CPR/AED/First Aid certified, or willing to obtain within 60 days of employment.

A valid Illinois State Driver's License is required.

WORKING CONDITIONS

The individual must be able to work weekday evenings and weekends. Ability to work in a hands-on, flexible team environment as well as independently. The noise level in the work environment is quiet to loud.

PSYCHOLOGICAL CONSIDERATIONS

Individual must have the ability to deal with people under occasional stressful and confrontational situations.

PHYSIOLOGICAL CONSIDERATIONS

While performing the duties of this job, you must be able to sit, walk, use your hands, talk, and listen attentively.

ENVIRONMENTAL CONSIDERATIONS

Activities are performed indoors and outdoors - conditions include lighting, temperature, weather, and noise.

COGNITIVE CONSIDERATIONS

Ability to perform a variety of tasks, often changing assignments on a short notice; prioritize tasks and demonstrate organizational skills; possess a high level of verbal communication skills; aptitude for detail; must be able to follow directions, exhibit good problem solving abilities and good judgment, and work within the guidelines and policies set forth by the Mokena Community Park District Board of Commissioners.

I, _____, have read and understand all aspects of this job description and accept the duties set forth.

Signature

Date