



JOB OPPORTUNITY with the Glenview Park District: Program Supervisor (Full-Time) Wagner Farm



“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY

Responsible for the creation, planning, staffing, and execution of programs and events at Wagner Farm, including brochure offerings, school programs, camps, general visitation, and special events. Also responsible for overall staff scheduling including front desk, soda fountain, birthday parties, and all programs and rentals. Accountable for profit & loss of designated areas. Responsible for annual budget of approximately \$115,000. Supervisory responsibility for approximately 30 part-time staff and dozens of volunteers.

- Responsible for programming at Wagner Farm. Identify needs, create/develop, promote/market, implement, lead/teach and train staff, monitor/evaluate: Brochure offerings, School groups, Summer camps, Special events and General visitation
- Responsible for teacher outreach program to train teachers on agriculture and science. Identify teacher needs, create curriculum, promote and market, teach and lead programs, evaluate.
- Responsible for overall staff scheduling at the facility including front desk, soda fountain, birth day parties, and all programs and rentals.
- Assist with overall facility operations as needed. Serve as manager-on-duty as required.
- Troubleshoot issues related to facility operations, customer service, animal care, and more.
- Analyzes data to recommend fee structures, funding opportunities, operational policies, growth targets, program, and service offerings.
- Uses critical thinking skills to troubleshoot any and all issues related to program area (staffing, operations, etc.)
- Uses knowledge of business skills to maintain accurate and current financial, personnel and program participation records and interprets same for the purpose of planning and evaluation.
- Prepares annual budget including fee recommendations, monitors expenditures and operates within the budgetary guidelines.

QUALIFICATIONS

The best candidates will have a bachelor's degree in Parks & Recreation, Education, Interpretive Services, Environmental Studies or a related field required along with 3 years' full time relevant work experience. Prior supervisory experience preferred. CPRP or similar certification in recreation preferred. Valid Illinois driver's license required.

TARGET HIRING RANGE: \$45,250 - \$52,000(commensurate with qualifications) This position is full time, Monday-Friday as well as evenings and weekends as necessary.

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

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| • Medical Coverage, PPO or HMO | • Pension / Defined Benefit Plan (IMRF) |
| • Dental Coverage | • 457 Plan / Defined Contribution Plan |
| • Prescription Coverage | • Paid Time Off |
| • Vision Reimbursement Program | • Tuition Reimbursement |
| • Life Insurance | • Professional Membership Dues Reimbursement |
| • Short- and Long-Term Disability (IMRF) | • Park District Facility Discounts and Usage Benefits |

INTERNAL APPLICANTS

Email a current cover letter and resume directly to Jonathan Kuester, Farm Manager, at
jonathan.kuester@glenviewparks.org

APPLICATION DEADLINE: April 12, 2021

ALL OTHERS, APPLY ONLINE

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.
*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.*