



We're Hiring: Lincoln Center Office Supervisor

The Downers Grove Park District is searching for: Lincoln Center Office Supervisor



OUR MISSION

Enriching our community through natural area preservation and exceptional recreation, parks, and facilities that inspire memorable experiences.



OUR VISION

To be the community resource encouraging PLAY for L.I.F.E.

Leadership. Imagination. Fulfillment. Enjoyment



OUR CULTURE

We believe in a culture where our team members are respected, valued and appreciated. Flexibility in one's life is understood and work-life balance is respected. Innovative thinking is expected and encouraged lacking fear of failure. It is understood that through hard work the organization is committed to assisting in career development. We believe success relates directly to intention, effort and progress.



OUR CORE VALUES

- **PROFESSIONALISM**
Committed to fostering a supportive culture that develops, empowers, respects and appreciates residents, volunteers, and staff.
- **INTEGRITY**
Serving consistently, openly, and honestly.
- **SAFETY**
Emphasizing a fun environment where residents and staff feel socially, emotionally, and physically secure.
- **AMBITION**
Leaders in exploring and creating innovative opportunities based on evolving needs and trends.
- **RESPONSIBILITY**
Preserving and maximizing community resources and partnerships through historical, environmental and fiscal stewardship.

Learn more about Downers Grove Park District at www.dgparks.org ►

Lincoln Center Office Supervisor



Why, you ask?

Providing our team members the opportunity for advancement and career development is something we take great pride in. This vacancy was created due to the career advancement of our current Lincoln Center Office Supervisor taking on the Golf Course Supervisor Role.



The Position

Under the leadership of the Lincoln Center Manager, the Lincoln Center Office Supervisor is responsible for leading the operations of the Lincoln Center registration office which includes: hiring, scheduling and supervising full and part-time registration personnel and coordinating all phases of online, mail-in and drop-off registration, including monthly billing. This person will work very closely with all staff at the Lincoln Center, as well as other facilities, in developing and streamlining processes and communications in regards to customer service and registration.



The Ideal Candidate

The team member should possess a positive team attitude, effective communication skills, understanding and sensitivity to staff and community needs, outstanding customer service skills, overall understanding of park district logistics, possesses a team mentality, understands the value of work-life balance, passionate in what they do, open mindedness, ability to embrace change, creativity, and be trustworthy.



Work Environment/Physical Demands/Expected Hours of Work

This team member will operate in a dynamic professional office environment, where innovative thinking towards achieving common success is appreciated and expected. This team member will primarily work out of the Lincoln Center as a valued member of the Recreation Team, but will also visit our other facilities for staff meetings and trainings. This team member should also be available for evening or weekends on occasion and on site for major activities or events when needed.



Preferred Education and Experience

This position has no boundaries and it is felt that success could be achieved from many different arenas of experience. Preference would include an associate's degree along with experiences in recreational and financial software. Previous supervisory experience and knowledge of office procedures and equipment/computer systems is also preferred.

Are we the right fit for you....?

Do our Mission, Vision, Values, and Culture fit your life style? Do you meet the competencies for this job and want to work with others who have the same values? If so, then we are where you belong. Come join us and let's enrich the community of Downers Grove together.



How to Apply:

Applications are only accepted through our online jobs portal - create a profile and submit your application at www.dgparks.org/jobs

[View the full legal job description here](#) ►