



Superintendent of Recreation

Oregon Park District

Contact Name: Erin Folk

Contact E-mail: erin@oregonpark.org

Contact Phone: (815) 732-3101

Closing Date: 2018-04-16

Salary: \$54,000 - \$64,000 DOQ

Description:

The Oregon Park District is searching for an innovative, forward-thinking professional to fill the role of Superintendent of Recreation.

OUR MISSION: Providing quality service through programs, parks and facilities to fulfill the needs of the community in a fun, safe and friendly environment.

The Superintendent of Recreation is directly responsible for leadership and supervision of the recreation staff and programs. This position supports the District's affiliates and will be challenged with bringing a reorganized and efficient approach to all facets of the recreation department. The Superintendent of Recreation will work very closely with staff and our affiliate groups to ensure that all program needs are being met while streamlining internal and external processes.

Work Environment/Physical Demands/Expected Hours:

Qualified candidate will operate in a dynamic professional environment, where innovative thinking towards achieving common success is appreciated and expected. This individual will be actively visiting our facilities and working directly with facility managers and staff as a team. This individual should also be available for evening or weekends on occasion and on site for major events and activities as needed.

The ideal candidate should possess a positive attitude, excellent communication skills, understanding and sensitivity of community needs, as well as understanding of park district logistics. They should possess a team mentality, be open minded, understand the value of work-life balance, be passionate, embrace change, inspire creativity, and be trustworthy.

Preferred Education and Experience:

- Bachelor's Degree in Parks and Recreation Administration or related field and a minimum of three years of professional experience with at least two years in a supervisory capacity in sports and/or community recreation programs. Ability to obtain CPRP within the first three years of employment.
- Must have an understanding of the basic philosophy of recreation and have the ability to interpret that philosophy to staff and the public.
- Must have knowledge of the equipment and supplies utilized in recreation settings.

- Must have extensive knowledge of community services and resources relating to recreation along with the knowledge of program evaluation, theory and technique, first aid methods and safety precautions employed in recreational settings.
- Must have the ability to efficiently coordinate and supervise the activities of subordinate staff engaged in divergent recreational activities.

For more information contact Executive Director, Erin Folk at erin@oregonpark.org

Salary and other benefits will be commensurate with existing District guidelines. Benefit package includes access to the Districts Health Plan, required participation in pension plan, paid time off including 12 paid holidays and three weeks paid vacation.

Deadline for Submission: April 15, 2018

Submission of Applications: Interested applicants can apply by submitting their Cover Letter, Resume, References and associated content to: erin@oregonpark.org.