



Superintendent of Parks & Recreation

Village of South Elgin

Contact Name: Paula Glaspie
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Contact Phone: 847-742-5780
Closing Date:
Salary: \$74,263

Description:

The Village of South Elgin is seeking qualified candidates for the position of Superintendent, in the Parks & Recreation Department. Responsibilities include planning, coordinating, and scheduling projects. Will supervise the Recreation Supervisor position; as well as scheduling the Park staff work assignments, including maintaining equipment, and inventory of the Parks, and the Buildings & Grounds Department. Position includes managing projects and grants to ensure safety, effectiveness and efficiency in accordance with standard practices and procedures; as well as frequent interaction with other Village departments, the Fire Protection District, the community, IPRA and IAPD.

Qualifications include a Bachelor's Degree in Recreational Management or related degree, and one to three years of recreational programming or any equivalent combination of education and experience. In addition, must possess a valid Illinois Driver's License, Certification in First Aid, Playground Safety Inspector Certification and CPR or the ability to obtain all certifications within six months of employment.

Position requires a 40 hour work week with the ability to work a flexible schedule which includes evenings, holidays, and weekends. Must be available to answer phone calls during off hours or travel to a park/facility. The Village offers an excellent compensation and benefit package with a starting salary of \$74,263 per year.

Submit resume, and three references, to the Village of South Elgin, ATTN: Human Resources, 10 North Water Street, South Elgin, IL 60177. Position opened until filled. EOE