



## **Director of Parks and Recreation**

### **Village of Willowbrook**

**Contact Name:** Sean Halloran

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**Contact Phone:**

**Closing Date:**

**Salary:** \$110,000 - \$130,000

#### **Description:**

##### **DIRECTOR OF PARKS & RECREATION**

The Village of Willowbrook is seeking a highly motivated and experienced candidate to serve as their first-ever Director of Parks & Recreation. The Village is dedicated to investing and enhancing their park system and are looking for a team-focused candidate looking to further their career by creating forward-thinking parks and recreation initiative from the ground up. This position will lead the charge to plan, improve and set the direction of Willowbrook's newly formalized Parks & Recreation Department. The Director of Parks & Recreation will serve on the Village's leadership team and report directly to the Village Administrator.

The Director of Parks & Recreation is responsible for the day-to-day operation of the Village's parks, recreation programming, community-wide events, and special events, including managing staff and developing a long-term vision for the Department in collaboration with the leadership team and Board for the future of the Village's park system. The Director of Parks & Recreation must have strong interpersonal skills and must develop and maintain a positive relationship with residents, local community groups, park users, and all Government entities.

##### **IDEAL CANDIDATE**

The Village is seeking an eager visionary looking to create a significant impact by establishing the first formal Parks & Recreation Department for the Village of Willowbrook. The ideal candidate is a creative thinker with extensive experience in capital project planning and management, including but not limited to building new programs, facilities, or events. This position is responsible for enhancing the Village's parks and recreational assets and driving community engagement in the Village's small (but growing) park system and programs. The Village seeks a customer-focused, results-driven candidate to join its forward-thinking and innovative team. The Village has identified the following educational achievements and work experience as necessary for the successful candidate:

- Bachelor's degree in Parks and Recreation Management, Business Administration, or related fields. Minimum of 5 years experience with three years as a Director or Superintendent or an equivalent combination of education and experience.
- Certified Parks & Recreation Professional or Certificated Parks & Recreation Executive certification preferred but not required.
- Knowledge of park and recreational facility planning, athletic league management, recreational

programming, community event planning, community needs assessments, capital project planning, and management, or an equivalent combination of education and experience.

- Have a demonstrated record of improving procedures, monitoring and measuring productivity, and providing timely information to residents.
- Possess a strong desire to adhere to best practices, strategies, and techniques.
- Strong communication skills and demonstrated history as an innovative leader in parks and recreation.
- Ability to identify service area deficiencies and coordinate a solution-based approach to ensure the Village meets the needs of the stakeholders.
- Hands-on management philosophy and lead by example approach process implementation to facilitate effective policies and programs in a small municipality setting.
- Committed to excellent customer service and community engagement, with an innate ability to build and maintain strong partnerships with stakeholders.
- A passionate champion of parks and recreation, a trustworthy steward of the environment, an advocate for conservation, and the importance of play.
- Extensive budget experience, especially regarding capital improvement project planning and execution, park development, and sound investment in community resources and facilities.

#### OPPORTUNITIES/RESPONSIBILITIES

To strengthen core services and expand amenities and offerings to Village of Willowbrook residents and visitors, the Village has committed to a five-year capital investment into the Village's park and recreational resources. Therefore, this newly created position, Director of Parks & Recreation, will lead this new Department and have the unique opportunity to assess the community's needs and establish a park and recreation system for the residents of Willowbrook. Other responsibilities for the position include:

- Determines strategic direction for the Parks & Recreation Department based on understanding the community's fundamental needs.
- Review and assess the mission, vision, and values of the Village, leveraging the goals and objectives of the Parks & Recreation Department.
- Create a comprehensive park and recreation plan to develop amenities and offerings for users utilizing capital improvement projects, operational budget, and human capital.
- Directs the work of and manages the Recreational Services Coordinator, part-time Parks Maintenance staff, and any third-party contractors of the Department.
- Demonstrate strong leadership to develop and instill a more collaborative and resident-focused culture.
- Foster an attitude of helpfulness and transparency in the Department and throughout the entire Village.
- Establish department benchmarks and goals for continuous improvement and expansion of services over the next five years.
- Address critical areas to ensure projects are developed, managed, closed out, and appropriately documented.
- Serves as primary liaison from the Department to the Village Board interested in the importance of parks and recreation within the Village.
- When applicable, research, recommend, develop, and implement policy and procedures for operational effectiveness.

- Monitor the Department's performance, services, resource availability, and staffing needs.
- Develops, recommends, and implements the annual departmental budget; forecasts necessary funding for staff, equipment, material, and supplies.
- Engage in the Capital Improvement Process striving to develop and grow the parks and recreation offerings of the Village to provide a higher level of community engagement and municipal amenities/offerings.
- Supervises and updates the Comprehensive Plan (Parks and Recreation Master Plan) and other detailed planning efforts related to the park and facility development, and equipment required to manage a growing park system properly.
- Prepares recommendations for changes to Village operational guidelines, ordinances, or governing related to Parks & Recreation.
- Seek funding through the grant application process and partnership opportunities to achieve a high level of corporate and community engagement in the Village's outdoor recreation offerings and park services.
- Strive for continuous satisfaction of residents plan to consistently seek input from various user groups to ensure the highest level of delight in Village programming and offerings.
- Establish community partnerships with local recreation and athletic groups to align offerings to avoid duplications of services to provide the best experience for Village residents and visitors.
- Cross-promote and create strategic partnerships with local organizations to drive users and visitors to park sites throughout the Village.
- Charge Village driven community special events including but not limited to the: tree lighting holiday event, easter egg hunt, etc.

The salary range for this position is \$110,000 to \$130,000. This position is a full-time, exempt, non-union position. All applicants must be able to work 8:30 a.m. to 4:30 p.m., Monday through Friday, assist with evening and weekend programs as needed, and attend some Commission and Board meetings before and after regular business hours. The Village provides a comprehensive benefit packaging including medical, dental, and life insurance, Illinois Municipal Retirement Fund Pension, ICMA-RC retirement plans, paid sick, vacation, and holiday time, and more.

To apply, please email your cover letter and resume to Sean Halloran, Assistant Village Administrator, at shalloran@willowbrook.il.us. Applicants must indicate (Director of Park & Recreation) in the subject line of their e-mail. Questions regarding the position should be directed to Sean Halloran at shalloran@willowbrook.il.us or 630-920-2230.