



Superintendent of Recreation

Westmont Park District

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Closing Date: 2022-05-18

Salary: \$70,000 - \$80,000 DOQ

Description:

Full time, IMRF with health, dental, and vision benefits

The Westmont Park District located in Westmont, IL has an opening for a Superintendent of Recreation position. The District serves approximately 25,000 residents with over 155 acres of parks, a 9 hole golf course, fitness center and offers over 1,000 programs each year.

#####RESPONSIBILITIES AND ESSENTIAL DUTIES:

Under the supervision of the Executive Director, the Superintendent of Recreation is responsible for the administrative planning, organization, supervision and overall direction of Park District recreation programs and services for all age groups. The Superintendent of Recreation is also responsible for the development, implementation and evaluation of the Recreation Department strategies and initiatives to meet the goals of the Westmont Park District. Position also includes the recruitment, selection, training, supervision, mentoring and evaluation of necessary staff to accomplish the District's mission and execute its operations.

#####QUALIFICATIONS:

Bachelor's Degree in Parks and Recreation Management or related field; Master's Degree preferred. CPRP preferred. Valid Illinois Driver's License required along with own source of reliable transportation. Candidates must be proficient in Microsoft applications and possess the ability to speak in public, with good written and verbal communication skills.

#####EXPERIENCE:

Minimum 5 years of progressive, related experience including a minimum of 4 years of experience in supervising staff, managing special facilities and developing recreation programs and services. Background in employee training and development required. Previous experience in facility management preferred.

#####COMPENSATION AND BENEFITS:

The hiring salary range is \$70,000 - \$80,000. Starting salary is DOQ. The District offers a comprehensive benefits package including health insurance, dental insurance, life insurance, vision insurance and membership in the Illinois Municipal Retirement Fund (IMRF). The District benefits package also includes paid vacation, holidays, sick leave and potential for annual merit increases. This is an at-will position.

****HOW TO APPLY:****

Candidates can/shall apply with a resume, cover letter, Westmont Park District employment application, and three professional references. All applications should be emailed to jobs@westmontparks.org

****[Employment Application](<https://www.westmontparks.org/wp-content/uploads/2020/11/employment-ap-2020.pdf>)****

*******The Westmont Park District is an Equal Opportunity and Reasonable Accommodation Employer. This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.***