



## **Superintendent of Recreation**

### **West Chicago Park District**

**Contact Name:** Louisa Walsh

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**Closing Date:**

**Salary:** Starting at \$74,000 Depending on Qualifications

#### **Description:**

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 in the West Chicago Park District. 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 West Chicago Park District. This is an at-will position.

#### **QUALIFICATIONS:**

##### **Education:**

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. Must be CPR and AED Certified within 3 months of hire.

##### **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.

##### **Required Certification and Skills:**

- Strong leadership, management and organizational skills.
- Must be detail oriented to be able to process information accurately.
- Must possess analytical skills to resolve problems effectively and accurately.
- Must be able to work harmoniously with other Superintendents and the Executive Director.
- Must have ability to interact with all levels of employees, local agencies and other local taxing bodies.
- Must be able to calculate basic mathematics for budget construction and analysis.
- Must have a strong ability to communicate effectively orally and written regarding service information and public relations.

- Must be able to conceptualize abstract situations regarding potential and future funding, programming and operations.
- Must demonstrate understanding of youth programming, aquatic environment, athletic associations, rentals and marketing development.
- Must be proficient in MS Office components including Word and Excel, RecTrac, working knowledge of Payroll software and possess the ability to adapt, learn and understand various other computer software.

#### ESSENTIAL JOB FUNCTIONS:

- Administer the Recreation Department including supervisor, training and leading full-time employees, as established in the organization of the Park District.
- Maintain systematic, complete, and accurate records of the Recreation Department activities, personnel, and District property.
- Study and analyze the effectiveness of existing programs and services.
- Study conditions, needs, and trends affecting the recreational requirements of the Park District, and make adjustments where needed.
- Prepare and recommend the adoption of long range and immediate plans to meet community needs for adequate recreation space, facilities, personnel programs, and services.
- Prepare and justify the Recreation budget for each fiscal year.
- Direct and control the accounting for the income and expenditures of the recreation funds in accordance with the budget appropriations.
- Prepare program financial recaps after each season.
- Analyze past and present program revenues and expenditures.
- Ability to interpret, implement, and enforce all Park District policies and procedures.
- Establish and maintain cooperative planning and working relationships with local community agencies, governmental, and voluntary and private organizations.
- Administer programs, services, and the department within the adopted budget guidelines, following budget approval.
- Directly supervises full-time Recreation staff and the Marketing and Communications Manager.
- Oversees the hiring, training, and evaluation of all part-time employees of the Recreation Department.
- Evaluate staff training for the department and provide follow up training as needed.
- Schedule staff meetings for employees, as needed.
- Ability to set and evaluate departmental goals and objectives.
- Maintain excellent inter-department communications within the District through verbal and written communications.
- Submit reports on a timely basis as requested to the Executive Director.
- Participate actively in professional, and or community organizations to promote the District.
- Work with School Districts 33, 94 and 303 to maximize potential utilization of local schools.
- Act as liaison to the Western DuPage Special Recreation Association.
- Monitor staff performance, take appropriate disciplinary action when needed, and complete staff evaluations for regular employees annually.

- Review and assist Human Resources in updating staff job descriptions as needed.
- Attend district-wide trainings, crisis trainings and staff trainings as directed.
- Attend professional conferences and workshops, within budgetary parameters and with the Director's approval, as they pertain to the Superintendent of Recreation.
- Attend monthly Board Committee of the Whole Meetings, Regular Board Meetings and other Special Meetings of the Board of Commissioners as requested by the Executive Director.
- Observe and follow all Park District safety policies and regulations. The safety of staff and participants is a continuing responsibility of all employees.
- Add in sits on safety committee.

Benefits we offer In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage (PPO or HMO) • Dental Coverage • Prescription Coverage • Hearing Coverage • Vision Reimbursement Plan • Paid Life Insurance • Short- and Long-Term Disability (IMRF) • Pension / Defined Benefit Plan (IMRF) • Paid Time Off • Professional Membership Dues Reimbursement • Park District Facility Discounts and Usage Benefits

To Apply: Please send application, cover letter, resume and letters of recommendation to HR@we-goparks.org

Employment Application can be found at our website:we-goparks.org / About Us / Employment or through this link:

[https://www.we-goparks.org/\\_files/ugd/cf7c5b\\_cbbae8f6872a43198fa0d1d61ddfdb74.pdf](https://www.we-goparks.org/_files/ugd/cf7c5b_cbbae8f6872a43198fa0d1d61ddfdb74.pdf)

To visit our website employment page, see our open positions and download an application, please visit: West Chicago Park District Employment Page.

Please apply early. Recruiting and interviewing will begin immediately to fill this position as soon as possible. West Chicago Park District is an equal opportunity employer. For more information about our Park District, please visit us at we-goparks.org .