



## Superintendent of Recreation Calumet Memorial Park District

**Contact Name:** Hollice Clark III  
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**Closing Date:** 2022-09-02  
**Salary:** \$45,000-\$60,000 DOQ

### **Description:**

The Calumet Memorial Park District seeks an innovative and detail-oriented professional to become its next Superintendent of Recreation. The position will direct, manage, supervise, and coordinate the activities of the recreational department within the district. This will include planning, organizing, scheduling, coordinating, and directing variety of community recreation programs, services, and activities for various ages; coordinates assigned activities with other departments and outside agencies and provide highly responsible and complex administrative support to the Executive Director.

This position requires working nights, weekends and holidays as needed to carry out the essential functions job successfully. In addition, the Superintendent of Recreation shall perform duties in personnel supervision, budgeting, purchasing and customer relations as it relates to the specific areas of responsibility and other duties that are assigned.

### **Qualifications:**

The position requires bachelor's degree in Recreation Administration or Leisure Services Administration, or this can be substituted with years of experience. A minimum of five years of progressive responsibility in recreation, athletic field, administrative and managerial assignments. Other qualifications include the following:

- Knowledge of park and recreation issues, trends, personnel management, marketing, and public relations
- Strong leadership skills with good oral and written communication skills, long-range planning skills and working knowledge of public administration.
- A highly motivated, visionary leader with the proven ability to gain cooperation and communicate clear direction

### **Compensation and Benefits:**

The hiring salary range is \$45,000- \$60,000 starting salary is DOQ. The District offers a comprehensive benefits package including health insurance, dental insurance, life insurance and membership in the Illinois Municipal Retirement Fund (IMRF). The package also includes paid vacation, personal days, holidays, and sick leave.

### **How to Apply:**

Candidates should apply by email to [hollice@mycmpd.com](mailto:hollice@mycmpd.com) with a resume, cover letter and contact information for three professional references.

First review of candidates will begin on August 26, 2022. The position will be open until it is filled.