



Superintendent of Recreation

Flagg-Rochelle Park District

Contact Name: Jackee Ohlinger

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Closing Date:

Salary: \$45,000-\$65,000 DOQ + excellent benefit package

Description:

The Flagg-Rochelle Community Park District is seeking a full-time Superintendent of Recreation. The Superintendent of Recreation is responsible for the management of a wide scope of recreation, fitness and facility related programs. The Superintendent of Recreation is responsible for the administrative planning, organization and supervision of Park District recreation services for all age groups in the Flagg-Rochelle Community Park District.

QUALIFICATIONS:

Education and/or Experience:

- Bachelor's Degree in Parks and Recreation Management, or related field.
- Seven (7) years full-time experience in the field of Recreation/Leisure Management.
- Minimum five (5) years of management, leadership and supervisory experience.

Skills, Abilities, Special Licenses or Certificates:

- Thorough knowledge of the principles and practices of current parks and recreation programs, and special recreation associations.
- Certified Park and Recreation Professional (CPRP) preferred.
- Valid driver's license required.
- Knowledge of fitness facility operations, management and programming preferred.
- Ability to plan, coordinate and implement a comprehensive community recreation program.
- Strong organizational and project management experience.
- Work independently and as a team member as assigned.
- Ability to establish and maintain effective working relationships with personnel, other agencies, and the public.
- Ability to see and assimilate information from varied sources and make decisions consistent with the goals, values, and vision of the District.
- Ability to plan, organize and provide leadership to personnel that will give them the tools necessary to fulfill the goals of the Department and the District.

- Demonstrate decision-making, conflict resolution, negotiation, and organizational skills.
- Demonstrate management and supervisory skills.
- Ability to communicate effectively, verbally, in writing and through presentations.
- Knowledge of Word, Excel, social media and RecTrac applications for program registration, facility rental and scheduling.

ESSENTIAL FUNCTIONS:

- Plans, develops, schedules, directs, and implements a year-round, city-wide recreation/aquatic program serving all ages and community needs.
- Serves as a liaison between the recreation/aquatic department and community-based organizations.
- Hires, trains, supervises, and evaluates fitness, recreation/aquatic, and support staff.
- Develops strategic partnerships with local businesses, non-profit organizations, community groups, city schools, and other governmental agencies, etc., as necessary to maximize the strength and effectiveness of programming.
- Ensures the implementation of effective publicity and marketing efforts to maximize community awareness participation in department programming.
- Plans and implements special events and health awareness programs.
- Maintains membership records and retention program.
- Prepares and monitors budgets relating to recreation operations, including, but not limited to, determining cost effectiveness and revenue potential of programs.
- Oversees and approves all rental requests/agreements
- Promotes the public use of recreational resources, areas, and facilities for group and individual play and recreation.

MARGINAL FUNCTIONS:

- Performs other duties as assigned by supervisor.
- Assists in leading instructional programs.
- Assists at the registration desk.
- The District encourages its employees to “take ownership” of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Staff is expected to help with the successful implementation of programs, parks and services across program areas and between departments.

Full Job Description available on District website: www.RochelleParkDistrict.org/resources