



Assistant Superintendent of Recreation

Skokie Park District

Contact Name: Stephenie Gualano
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Closing Date: 2023-02-17
Salary: \$85,000 - \$100,000 DOQ

Description:

The Skokie Park District team is growing! We have a newly created Assistant Superintendent of Recreation opportunity! Reporting to the Superintendent of Recreation, this individual will oversee the Devonshire Cultural Center, Oakton Community Center, and Tot Learning Center with assistance from the Superintendent of Recreation. Additionally, this individual will oversee the Summer Camp Program and the district's DEI initiatives.

Essential Duties Include but are not limited to:

1. Provides assistance to the Superintendent of Recreation in overseeing and directing the Recreation Division.
2. Directly oversees Devonshire Cultural Center, Oakton Community Center, and Tot Learning Center.
3. Assists in preparing and administering the annual budgets for areas of responsibility.
4. Reviews division budget reports to ensure sound fiscal management.
5. Oversees the District's DEI initiatives, district wide practices, and collaborates with community groups.
6. Organizes new and existing DEI special events with staff that include but are not limited to Festival of Cultures, Skokie Pride, Juneteenth, Dia de Muertos.
7. Follows DCFS licensing and non-exempt licensing procedures and requirements for Tot Learning Center, Devonshire Preschool, and SPACE (before and after school program).
8. Works in partnership with the Fee Assistance Coordinator and overseeing the fee assistance program district wide.
9. Oversees summer day camp programming and training. Ensures that camp offerings meet the needs of the community and follow ACA accreditation standards.
10. Coordinates state and federal grant applications and implementation and record keeping of grants received.
11. Assists Superintendent of Recreation with leading district initiatives for innovation, customer service, and equity.

12. Implements new and help lead large district special events that include but not limited to Hot Dogs in the Park, 4th of July, Backlot Bash, and Festival of Cultures.
13. Attends and serve as a committee member and park district liaison for various school and community committees (District 69 Community School Steering Committee, Skokie Resilient Communities Collaborative, Niles Township Youth Coalition, Skokie United).
14. Reviews the performance of staff and assists in staff training and staff development. Ensures that facilities are practicing sound personnel practices within established policies and procedures.
15. Develops goals, timetables and work schedules for respective facilities.
16. For areas of responsibility, stays abreast of programming and special event trends.
17. Encourages and inspires staff to develop new programming and special events that meet the needs of the community.
18. Assists in maintaining and updating procedural manuals for areas of responsibility.
19. Occasionally may be required to attend Park Board meetings, committee meetings and community meetings.

Who we're looking for:

Someone with a Bachelor's degree in Park and Recreation Administration or related field. Seven years related experience in the field of Park and Recreation that includes programming, special events, facility management, administration, leadership and supervisory experience. Must be a Certified Park & Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE). Must be able to obtain and keep current CPR/AED certification. Valid IL driver's license required.

Typical hours are Monday – Friday 8:30 – 5:00. Nights and weekend hours are required for special events and other emergencies.

In exchange for your talent we offer competitive benefits including:

- BCBSIL Health Insurance (PPO and HMO Options Available)
- Dental Insurance
- Vision Insurance
- Life Insurance (Paid for by the Park District up to 2.5x your annual salary)
- Pension Plan (IMRF)
- Short Term Disability (IMRF)
- Employee Assistance Program
- Paid Time Off (Vacation, Personal, Holiday, Sick)
- Paid Parental Leave
- Facility Usage Benefits (gym membership, golf memberships, program discounts, etc.)

To apply: Submit an application with a cover letter and resume here:

<https://secure6.saashr.com/ta/6180292.careers?ApplyToJob=470205641>

The Skokie Park District is an equal opportunity employer.