



## **Director of Recreation**

### **Plainfield Park District**

**Contact Name:** Linda Shredl

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**Contact Phone:** 7087908249

**Closing Date:**

**Salary:** Salary Range: \$71,000-\$92,000

#### **Description:**

Enjoy working in an environment that promotes fun and a commitment to community?

Plainfield Park District is looking for Full time Director of Recreation

The position comes with an extremely favorable employee benefits package:

100% Employer Paid Family HMO BCBS Health Insurance OR Low cost PPO BCBS

100% Employer Paid Family Dental Insurance

100% Employer Paid Life Insurance

100% Employer Paid EAP

Wellness Program- up to \$425 yearly participation incentive

Free/Discounted Park District Programs

Participation in the IMRF pension fund.

Salary Range: \$71,000-\$92,000

#### **GENERAL PURPOSE:**

Manages the Recreation programs and facilities for Plainfield Park District. This individual is responsible for identifying and implementing strategic methods of operation which will improve processes leading to the success of the organization. As a key member of the leadership team, this individual will serve as an important contributor to the strategic direction of the Park District.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Represents the Recreation Department at Board meetings and actively participates as a member of the Park District's leadership team.

Serves in a liaison capacity with community organizations and groups as necessary.

Manages the Recreation budgets inclusive of annual forecasting, actuals and monitoring to ensure strict adherence according to board approved plans.

Accountable for the establishment and evaluation of departmental strategies and goals.

Ensures that departmental goals and objectives are in alignment with Park District wide goals and objectives

Plans, organizes, directs and controls activities of assigned departments; providing leadership to reporting managers ensuring overall objectives are met on a consistent basis.

Stimulates a broad, varied, creative, market-oriented portfolio of creative and cutting-edge recreation programs and services.

Oversee operations of recreation facilities and services within Park District including but not limited to Adult Services, Equine Services, General and Specialized Programming, and Indoor and Outdoor Facilities/Amenities.

Establishes cooperative opportunities with local private and public entities.

Stimulate revenue- generation mind-set. Conduct cost benefit analysis, pricing reviews, program lifecycle audits etc.

Plan, prepare, and/or participate in meetings with public, private, and volunteer based agencies, including the general public, to inform and discuss district policies, procedures, operations, programs and services.

Oversees the partnership between Park District and local school districts for facility rental/usage with regard to Recreation programming.

Oversees Park District involvement in community events ensuring representation to community is at an appropriate level to meet Park District goals/strategy.

Provides leadership and direction to all reporting department superintendents, managers and manages work flow of department.

Responsible for the management of employees including hiring, promotion, disciplinary action and termination.

Manages the purchasing of departmental supplies, services and equipment in accordance with Park District purchasing policy.

Works in coordination with all internal departments to reach overall strategic objectives of the Park District.

Collaborates with internal and external customers in a positive manner.

Perform all job tasks within the rules and guidelines of the Park District's safety program.

Performs any additional related tasks as required.

#### QUALIFICATIONS:

7 years progressively responsible experience in recreation/leisure management;

Bachelor's degree in Parks and Recreation Management or related field. Master's degree preferred.

5+ years management experience

Certified Park and Recreation Professional (CPRP) required; or ability to acquire within 6 months of hire.

Valid driver's license required.

Solid understanding of modern management/leadership practices relating to the parks, recreation and leisure field, and the philosophy and principles of public parks and recreation services.

Possess conceptual ability to lead staff in the creation of productive, sensible and customer friendly recreational systems and services.

Ability to develop and maintain working relationships with agencies, business and community as a representative of the park district.

Experience in managing departmental budgets

Strong analytical and problem-solving skills

Solid decision-making ability

Must have strong verbal and written communication and presentation skills

Strong organizational and project management experience

Plainfield Park District is an Equal Opportunity Employer.