



Superintendent of Recreation & Facility Services

Mundelein Park & Recreation District

Contact Name:

Contact E-mail: Please apply on-line at: www.mundeleinparks.org

Contact Phone:

Closing Date: 2023-06-11

Salary: 91,000 - 120,000

Description:

POSITION VACANCY

Superintendent of Recreation & Facility Services

Equal Opportunity Employer

Description

Under the direction and supervision of the Executive Director, the Superintendent is responsible for utilizing innovative and progressive approaches while leading a dedicated and innovative team. This team is responsible for providing quality programs, facilities and services in an expansive and advancing park system to a supportive community. The Superintendent will have a fantastic opportunity to evaluate and provide recommendations and execute innovative approaches in a growing community while blending an existing talented and fun team. The Superintendent is responsible for maintaining over significant programs and services being an essential part of advancing our programs, facilities, services and district.

The Executive Director is looking for a dynamic candidate who can execute visionary leadership for the department and maintain current outstanding innovation with a progressive and leading agency in the industry. The ideal candidate must be able to communicate effectively the agencies strategies, goals and objectives while establishing standards for programs and facilities, collaborate with multiple departments, keep advancing through innovation and maintaining a current positive culture with a terrific team, handle personnel matters efficiently and effectively, establish, promote and execute safe operations, manage resident feedback, enhance learning and development opportunities for department staff, establish specific data/statistics while addressing trends, execute excellent internal and external service, build relationships with community groups, establish agreements and become fully engaged in the Mundelein community.

Qualifications

Bachelor's degree in Recreation, Business, Public Administration, or a closely related field from an accredited college or university. Candidate must have a minimum of five years of full-time experience in the field of recreation, government, non-profit, government or academic institutions and a minimum of three years supervisory experience of several or more full-time employees at one time. The individual should possess friendly and effective interpersonal, written, verbal and telephone communication skills. The individual should have the ability to plan, organize, supervise and lead a

large group full and part-time staff. CPR, First Aid and AED Certification required within 90 days of employment. Valid Illinois Class "D" Driver's License.

Compensation

Hiring range is \$91,000 to \$120,000. Starting salary is commensurate with experience and qualifications of the successful candidate. Position includes an excellent benefit package.

Hours

Full-time, salaried position that may require nights and weekends on a regular basis. However, hours are flexible. Must be able to attend day/night board meetings, leadership meetings, trainings and conferences.

Contact

Apply online at www.mundeleinparks.org and attach a cover letter and resume.