



Superintendent of Recreation

Berwyn Park District

Contact Name: Cathy Fallon

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Contact Phone:

Closing Date:

Salary: \$70,000

Description:

The Berwyn Park District is the hub of our community, providing places and activities that bring people together to participate in a range of fun and educational programming. The Superintendent of Recreation is the person responsible for adding fun and excitement to the activities and programs offered by the District.

Summary:

The Superintendent of Recreation is responsible for the oversight of all recreation programming, as well as customer service, marketing, and rentals. The Superintendent of Recreation is a full-time employee working a minimum of 40 hours per week. Work pace is moderate depending on the task required.

Qualifications:

The Superintendent of Recreation should have a Bachelor's degree in Parks and Recreation or a related field. The Superintendent of Recreation must have at least five years of full-time experience in a Parks and Recreation related position with progressive supervisory experience. The Superintendent of Recreation must have experience working with VSI and Microsoft computer programs. The ideal candidate will have experience managing multiple facilities and full-time staff. CPRP preferred or ability to obtain within twelve (12) months of hiring. Must be a strong leader, well organized, creative, possess a positive attitude, good problem solver, and can multi-task. Must possess and maintain a valid Illinois driver's license.

Immediate Supervisor:

The Superintendent of Recreation is under the supervision of the Executive Director.

Essential Functions:

1. Lead the recreation, marketing, customer service, and rental service areas.
2. Supervise full-time and permanent part-time staff in the recreation department, including the Recreation Manager of Programs and Special Events, Recreation Manager of Athletics and Special Events, Marketing Coordinator, Customer Service Representatives, Rental Attendants.
3. Prepare and manage the administrative and programming budgets for recreation, rentals, as well as events, and marketing.

4. Aid staff in the development and implementation of revenue generating programs, as well as park and facility rentals.
6. Influence policy changes and policy implementation to improve Park District operations.
7. Provide communication to the staff about Park District policies.
8. Evaluate the community needs for programs and events and respond to any existing service gaps.
9. Direct the marketing efforts for the organization, including brand awareness, web design, social media strategy, and analytics.
10. Work with the Marketing Coordinator to assemble the seasonal brochure for the Park District.
11. Troubleshoot issues with RecTrac software and act as the main point of contact for VSI.
12. Communicate consistently with the Executive Director about all Park District matters.
13. Work with staff to ensure all contracted and Park District instructors have turned in all necessary documentation (i.e. certificates of insurance, professional licenses, training certificates, etc.)
14. Attend Administrative Team meetings, Park Board meetings, and Special Park Board meetings as required.
15. Knowledge of Park District policies and procedures.
16. Ability to accept other duties as assigned.

Desired Knowledge, Skills AND Traits:

1. Excellent customer service skills (internal and external customers).
2. Ability to successfully use the secondary electronic devices: copy machine, postage machine, laminator and label maker.
3. Work well with all departments and personalities.

Marginal Functions:

1. Have an advanced knowledge of all programs, operations, special events and marketing, as well as how and where to obtain additional information.
2. Assist all employees of the Park District as needed.

Psychological Considerations:

The Superintendent of Recreation may feel added pressure from the volume of calls, walk-in requests, and emails about programs and special events. The Superintendent of Recreation must remain calm and continually share Park District information with patrons. The Superintendent of Recreation must be a good problem solver and continually develop creative responses to problems.

Physiological Considerations:

The Superintendent of Recreation must be able to bend, stoop, lift items weighing up to 30 pounds, turn, sit, and stand for short or extended periods of time.

Environmental Considerations:

The Superintendent of Recreation may be exposed to elements when assisting with outdoor functions. Most activities are performed indoors. The outdoor conditions may include lighting and extreme temperatures.

Cognitive Considerations:

The Superintendent of Recreation must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.