



Director of Parks and Recreation

Schiller Park Recreation Department

Contact Name: Donna Schmidt

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Contact Phone: 847-671-8512

Closing Date:

Salary: \$90,000 - \$110,000

Description:

Reports to: Village Manager

This position is responsible for the professional, administrative and management of the Village Parks and Recreation programs, facilities, and operations. It is focused on ensuring the development and management of programs, facilities, and grounds for quality recreational experiences for Village residents and guests. Planning, supervisory, communication, and organizational skills are of the utmost importance in successful management of the department. Mandatory reports and continual education in current trends are also key requirements for the successful operation of the department.

Core Responsibilities

Managing all staff and total operations throughout year of Recreation's indoor facilities, parks, and pools.

Plan and develop programs and special recreation events, research trends and current interests, and survey customer satisfaction and interests.

Prepares staff and programming schedules, monitors, and inspects parks, facilities, and special events for participation, safety issues and costs.

Prepares grant applications for best options for Village acquisitions and department development.

Recommends new or improved policies and procedures to remain current and to improve customer services; responds to inquiries, complaints, and correspondence from various groups, officials, and residents.

Oversees maintenance of parks, pools, facilities, and equipment of all recreational areas to ensure safety and compliance.

Prepares annual budget for department, approves bills/invoices, payroll and determines costing for special projects for Recreation Board, Standing Committee for Recreation and Village Board.

Responsible for recruiting, selecting, training, and evaluating personnel in all areas of department; resolves conflicts monitors behaviors.

Ensures programs and special Recreational events are brought to residents' attention through various media, attends applicable professional events, and participates in civic and industry groups.

Attends Village and Recreation Board meetings, preparing agendas and supporting documentation.

Makes customer service as a priority, promotes positive community and vendor relations, cooperates

with other Village departments and other communities.

Qualifications

Bachelors' degree in Recreation or related field, Certified Leisure Professional certification preferred, or the ability to attain within first year.

7-10 years' experience in Administration and/or Management of parks and recreation department, including supervisory experience, and professional training and courses.

Thorough knowledge of Recreation administration, activities and programs, and parks and facilities design and construction.

Must have experience in budgeting and fiscal controls, marketing, human resources, and staff supervision.

Must have direct experience in developing and implementing successful programs and policies and researching diverse data to arrive at program recommendations.

Effective verbal and written communication skills to diverse audiences.

Possession of valid IL drivers' license.

Knowledge of Microsoft programs, Outlook, calendars, and ability to learn any proprietary software for Village.

May be required to lift or move up to 40 lbs. and must have acute vision and hearing; this can be physically active work depending on the season or program.

Aquatics background, CPO or able to obtain within 6 months.

This is a full benefit position with medical, dental, and life/ADD insurances, as well as IMRF, with a starting annual salary between \$90,000-\$110,000 dependent on experience.

If you would like to be considered for this position, please forward your cover letter, resume, and 3-4 employment references to Human Resources: dschmidt@schillerparkil.us.