



## **Superintendent of Recreation and Marketing**

### **Westchester Park District**

**Contact Name:** Lianne Robinette Executive Director

**Contact E-mail:** lrobinette@wpdparks.org

**Contact Phone:** 708-865-8200

**Closing Date:**

**Salary:** \$68,000 plus / DOQ

#### **Description:**

The Westchester Park District is seeking a Superintendent of Recreation and Marketing with excellent customer service and communication skills, creative thinker, experience in facility and staff management with additional emphasis on aquatics and banquets, to join our team.

Works under and reports to the Executive Director.

#### **Responsibilities**

- Responsible for the development, scheduling and implementation of activities, classes, and programs.
- Responsible for the creation and development of the district's program brochure publication and delivery.
- Build and manage the company's social media profiles and presence, including Facebook, Instagram, Twitter, LinkedIn, and additional channels that may be deemed relevant.
- Explore new ways to engage and identify new social networks to reach our community and those we serve.
- Create and promote all district marketing to accompany programs and special events.
- Coordinates schedules with Superintendent of Parks.
- Assists in the programming of the district's special events.
- Supervise the operations and programming of the district's banquet facility and indoor playground.
- Responsible for supervising pool operations, lesson development, lifeguard training, staffing, concessions, and Aquatic Department maintenance; including ordering equipment, supplies, chemicals and all aspects of the district pool.
- Prepare the budget for areas of program responsibility; execute and maintain operations within the confines of the approved budget allotment; continually monitor and evaluate expenses and revenue
- Establish and maintain cooperative planning and working relationships with local organizations and businesses
- Utilize recreation and financial software programs.
- Hire, train, schedule, supervise, and evaluate assigned program staff.

- Responsible for setting and achieving goals and objectives on time.
- Attend professional conferences and workshops.
- Perform other duties as assigned.

#### Minimum Requirements

- Excellent organizational skills to work independently and manage projects with many moving parts.
- Minimum 5 years leadership / management experience.
- 3-5 years of marketing and content creation experience.
- 3-5 years of aquatics and facility experience
- Certified Parks and Recreation Professional (CPRP) preferred
- American Red Cross LGI and WSI preferred
- CPO (Certified Pool Operator) preferred
- Food Service and Sanitation Certified preferred
- BA/BS in Parks and Recreation, business or related field of equivalent combination of education and experience.
- Valid Driver's License

#### Benefits & Wages

- Health, Dental, Vision insurance for individual and family
- Retirement plan with the Illinois Municipal Retirement Fund
- Paid Vacation, personal days, holiday and sick time
- Complimentary in-house programs and memberships
- Facility room rental discount at Mayfair Banquet Center and Community Center

Interested applicants may send cover letter and resume to Lianne Robinette, Executive Director at [lrobinette@wpdparks.org](mailto:lrobinette@wpdparks.org)