



Superintendent of Recreation

Flagg-Rochelle Park District

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Closing Date:

Salary: DOQ

Description:

Are you ready to take your passion for recreation to the next level? We're on the hunt for a dynamic individual to become the Superintendent of Recreation at Rochelle Park District! If you're all about spreading smiles and making our community a better place, this is the job for you!

SUMMARY:

The Superintendent of Recreation is responsible for the management of The REC Center as well as the wide scope of recreation, aquatics, fitness and facility related programs. The Superintendent of Recreation is responsible for the administrative planning, organization, supervision and budgetary planning for the Park District.

QUALIFICATIONS:

Education and/or Experience:

- Bachelor's Degree in Parks and Recreation Management, or related field.
 - Seven (7) years full-time experience in the field of Recreation/Leisure Management.
 - Minimum five (5) years of management, leadership and supervisory experience.

- Skills, Abilities, Special Licenses or Certificates:
 - Thorough knowledge of the principles and practices of current parks and recreation programs, and special recreation associations.
 - Certified Park and Recreation Professional (CPRP) preferred.
 - Valid driver's license required.
 - Knowledge of fitness facility operations, management and programming preferred.
 - Ability to plan, coordinate and implement a comprehensive community recreation program.
 - Strong organizational and project management experience.
 - Work independently and as a team member as assigned.
 - Ability to establish and maintain effective working relationships with personnel, other agencies, and the public.
 - Ability to see and assimilate information from varied sources and make decisions consistent with the goals, values, and vision of the District.
 - Ability to plan, organize and provide leadership to personnel that will give them the tools necessary to fulfill the goals of the Department and the District.
 - Demonstrate decision-making, conflict resolution, negotiation, and organizational skills.
 - Demonstrate management and supervisory skills.
 - Ability to communicate effectively, verbally, in writing and through presentations.
 - Knowledge of Word, Excel, social media and RecTrac applications for program registration, facility rental and scheduling.

ESSENTIAL FUNCTIONS:

- Plans, develops, schedules, directs, and implements a year-round, city-wide recreation/aquatic program serving all ages and community needs.
- Serves as a liaison between the recreation/aquatic department and community-based organizations.
- Hires, trains, supervises, and evaluates fitness, recreation/aquatic, customer service representatives and support staff.
- Develops strategic partnerships with local businesses, non-profit organizations, community groups, city schools, and other governmental agencies, etc., as necessary to maximize the strength and effectiveness or programming.
- Ensures the implementation of effective publicity and marketing efforts to maximize community awareness participation in department programming.
- Plans and implements special events and health awareness programs.
- Supervises staff management of household accounts, maintains memberships/afterhours records and retention program.
- Oversees the operations of The REC from all aspects.
- Prepares and monitors budgets relating to recreation operations, including, but not limited to, determining cost effectiveness and revenue potential of programs.
- Develops marketing plans and opportunities.
- Promotes the public use of recreational resources, areas, and facilities for group and individual play and recreation.

- Manages the training, supervision and guidance to District personnel such as Recreation Supervisor, Aquatic Manager, Athletic Supervisor, Assistant Fitness Manager, CSRs, Office Managers, etc.
- Assists Executive Director in budgeting and future planning.

The position of Superintendent of Recreation is a full-time position and shall be paid every two weeks at an agreed upon yearly salary DOQ. This position is classified as an exempt employee status and will work a minimum of 40 hours per week. However, as a professional employee in the park and recreation field, it shall be assumed that hours beyond the minimum, including evenings and weekends, will be expected.