



## **Director of Recreation & Communications**

### **Oak Brook Park District**

**Contact Name:** Laure Kosey  
**Contact E-mail:** lkosey@obparks.org  
**Contact Phone:** 630-645-9535  
**Closing Date:**  
**Salary:** \$95,000-\$115,000 DOQ

#### **Description:**

#### **Job Posting - Director of Recreation & Communications**

**Salary Range:** \$95,000-\$115,000 DOQ

**Classification:** Full-time, Exempt

**Department:** Recreation & Marketing

Resumes and cover letters must be submitted to Laure Kosey at lkosey@obparks.org

Are you passionate about providing the very best in park and recreational opportunities, facilities, and open lands? Are you energized by using your creativity to implement a vision that promotes a diverse, inclusive and holistic range of opportunities designed to keep a community happy, fit, and active? If so, the Oak Brook Park District has an exciting opportunity for you!

Our CAPRA and Distinguished Agency accredited, NRPA Gold Medal, and IPRA Champions for Change award-winning agency is seeking a Director of Recreation & Communications to join our team! The Director of Recreation & Communications reports to the Executive Director. Recreation, Communications & Marketing staff report to the Director of Recreation & Communications.

All Oak Brook Park District employees benefit from a work-life-balance atmosphere, a complimentary Central Park Campus Membership for you and your immediate family living within the same household, and substantial discounts on programming including PRESCHOOL and SUMMER CAMPS, continuing education opportunities, and MORE! Full-time positions are also eligible for health insurance benefits as well as participation in a pension plan.

THE OAK BROOK PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER. Employment with the Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, sexual orientation, disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify Mike Contreras, ADA coordinator, at (630) 645-9527 or mcontreras@obparks.org  
Bilingual Candidates Encouraged to Apply.

Please submit an application online at: <https://www.obparks.org/employment>

**Summary:**

The Director of Recreation & Communications will plan, coordinate and implement marketing, communications and recreation department operations. The Director is responsible for the operations of print and website promotional materials as well as internal computer, intranet, WIFI, phone, fax, copier, public address, and security systems and equipment, all recreational programming and special events and all staff required to run these departments.

**Supervisory:**

The Director of Recreation & Communications reports directly to the Executive Director.

**Essential Job Duties:**

- Prepare and monitor departmental budget, reports, payroll and other documents.
- Communicate with the Executive Director regularly on Park District matters.
- Manage and supervise the Recreation, Communications & Marketing staff and operations.
- Assist in developing and overseeing a wide range of new and existing recreation programs and events.
- Perform the job in a safe manner and in compliance with the District policies, procedures, work and safety rules and the employee handbook.
- Active member of the Distinguished Agency/CAPRA committee. Assist with other agency accreditation projects or committees as assigned.
- Demonstrate exceptional customer service skills in all communication.
- Promote a quality loss control/safety program for the Park District.
- Prepare timesheets, payroll, performance appraisals for direct reports.
- Recruit and select employment of recreation and facility personnel.
- Work with the Parks & Planning Department with requests for set up, construction, and repair of facilities as well as special event materials.
- Conduct staff meetings, encourage department heads to establish staff training programs, supply the staff with significant information from professional and technical publications, and explain and interpret Board policy to the staff.
- Review and prepare Accounts Payable vouchers for Executive level approval of invoices.
- Plan, prepare and monitor annual budget for the Recreation and Communications Departments.
- Work with Communications & Marketing Department to effectively promote all recreation programming, membership, the website, and seasonal brochure content.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, training and coaching your staff, promptly investigating and reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Perform any duties as assigned by the Executive Director.

**Marginal Functions:**

- Attend Park District meetings.
- Conduct regular staff meetings.
- Represent the Park District in various public forums.
- Establish and maintain relationships with other agencies, business organizations, and community groups.
- Perform other duties as assigned.

**Psychological Requirements:**

- Must provide team leadership.
- Ability to work independently in day-to-day operations.

- Ability to work in a team atmosphere.
- Ability to utilize computers with proficiencies in word processing and basic spreadsheet applications.
- Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
- Must be able to function effectively in a fast-paced environment.
- Must be able to deal with people under stressful and demanding situations.
- Must exhibit good problem-solving skills and good judgment.
- Ability to maintain positive and effective working relationships with department heads, supervisors and other staff members.

#### **Physical Requirements:**

- General work area is indoors, in a smoke-free environment, with controlled temperature and fluorescent lighting.
- Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching and sitting.
- Drive motorized vehicle to travel to different locations.
- Perform lifting tasks up to 25 pounds.

#### **ENVIRONMENTAL CONSIDERATIONS:**

May be exposed to elements when driving to meetings, assisting staff with outdoor functions, or meeting with contractors in an outdoor environment. Most activities are performed indoors.

#### **Hours:**

The Director of Recreation and Communications is a full time position working a minimum of 40 hours per week. The scheduled work hours for this position are Monday - Friday, 8:30 AM to 5:00 PM, (or as scheduled by the Executive Director), including 1/2 hour unpaid lunch.

#### **Education, Experience and Training:**

- Bachelor's degree from an accredited university in Parks and Recreation Administration or related field; Master's Degree preferred.
- A minimum of 7 years progressive experience in parks and recreation including at least 3 years of administrative experience is required in addition to the designation CPRP, Certified Park and Recreation Professional.
- A valid Illinois Driver's License is required.
- CPR/AED certification is required for all full-time staff. The training will be provided by the Park District.