



Superintendent of Recreation Alsip Park District

Contact Name: Jeannette Huber

Contact E-mail: jhuber@alsipparks.org

Contact Phone: 708-389-1003

Closing Date: 2024-02-05

Salary: \$58,000-\$70,000/annually plus benefits

Description:

The Alsip Park District is seeking qualified individuals to apply for the Superintendent of Recreation Position. This is a full-time position.

Qualifications: A Bachelor's Degree in Parks and Recreation or related field with a minimum of three years experience in a supervisory role required. Strong leadership, organizational and communication skills desired. Certified in first aid and CPR. Extensive knowledge of the philosophy and objectives of public recreation. A valid Illinois Drivers License is required. CPRP or ability to obtain within first six months of employment.

Duties: Responsible for the overall management and operation of the Recreation Department.

Duties include but are not limited to:

- The operation and management of recreational facilities including the Apollo Recreation Center;
- Recruit, hire, train, supervise and evaluate recreation personnel;
- Oversee the planning, budgeting, organization, promotion and evaluation of programs, special events, services and facilities;
- Prepare, submit, and monitor a working department budget;
- Develop department goals and objectives;
- Supervise, review and evaluate the effectiveness of programs, services and facilities;
- Administer community events;
- Assist with the production of program materials and publicity material;
- Represent the District as Safety Coordinator;
- Maintain current and accurate records pertaining to all personnel, programs, facilities and services;
- Perform and enforce all job tasks, safety rules and regulations and procedures as established by the district's safety program;
- Communicate effectively, establish, and maintain cooperative planning and working relationships within the district, local governmental agencies, community and volunteer groups. Maintain excellent inter-departmental relations within the District through verbal and written communications.

Starting Salary: \$58,000-\$70,000/annually plus benefit package including medical, dental, vision, EAP, IMRF, life insurance, vacation time, personal and sick time and park district facility discounts and usage benefits

Deadline: February 5, 2024

Contact: Please mail or e-mail a cover letter, resume and references to:
Jeannette Huber, CPRP
Director of Parks and Recreation
12521 South Kostner
Alsip, IL 60803

Contact E-mail: jhuber@alsipparks.org