



Superintendent of Recreation Westchester Park District

Contact Name: Lianne Robinette

Contact E-mail: lrobinette@wpdparks.org

Contact Phone: 708-675-0487

Closing Date:

Salary: \$58,000 - \$72,000 DOQ

Description:

The Westchester Park District is seeking a creative, motivated, positive, and passionate professional to lead the Recreation Department. Excellent customer service, communication skills, experience in facility and staff management a must with a background in aquatics and marketing strongly encouraged.

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 of progressive experience in parks and recreation or comparable field and 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

Please submit cover letter, resume and minimum of 3 professional references to Lianne Robinette; Executive Director: lrobinette@wpdparks.org