



Superintendent of Recreation

Mt. Prospect Park District

Contact Name: Mary Kiaupa

Contact E-mail:

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Closing Date:

Salary: \$75,000+, DOQ

Description:

Incorporated in 1955 and encompassing more than 454 acres, the Mt. Prospect Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming. The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities.

The Superintendent of Recreation is responsible for the development, management and promotion of various divisions of the Recreation Department as well as direct management of the RecPlex facility. The Superintendent of Recreation is responsible for the direction and supervision of all full-time and part-time personnel and activities within the assigned area. Responsibilities include registration procedures, recruiting, hiring, training and staff evaluation, purchasing equipment and supplies, payroll, budget, capital improvements and other administrative duties. This position will report to the Director of Recreation and will be the Recreation Department contact when the Director of Recreation is unavailable.

Qualifications:

- Bachelor's Degree in Recreation Administration/Leisure Studies or a related field. CPRP preferred.
- Must have 8+ years of supervisory experience in the recreation industry including previous experience in recreation program and facility management with a demonstrated understanding of all operations. Previous experience managing full-time recreation staff is preferred.
- Must possess sound budgetary skills. Must demonstrate understanding of financial functions of facilities and recreational programming.
- Must possess thorough knowledge of the principles, practices and application of lifesaving and first aid techniques. Must be CPR/AED certified or become CPR/AED certified within 1 month of employment.
- Must possess a valid driver's license.
- Must be proficient in MS Office, Google Workspace, database software, and internet and website portals.

- Strong oral and written communication skills are required. Must be able to communicate effectively with others to allow for coordination of work, safety and in emergency situations as needed.
- Must possess a high level of energy, social skills, initiative and enthusiasm. Must be able to work cooperatively with others and be able to work harmoniously and maintain effective relationships with fellow employees, patrons, community groups and other units of local government.
- Must be able to maintain self-control and composure in difficult situations. Must be able to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality.
- Must be able to work independently under the general direction of the Director of Recreation.
- Must be able to adhere to all Park District policies.

Salary Range and Benefits:

The starting annual salary for this position is \$75,000 + depending on qualifications. The District offers an excellent benefit package including medical, dental, IMRF pension enrollment (Illinois Municipal Retirement Fund), short-term disability, long-term disability (IMRF), life insurance, VSP-vision discount program, 457 deferred compensation plan, paid time off, park district facility discounts and usage benefits, and a commitment to on-going employee education and training.

How to apply:

Open until filled. **Apply online at:**

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Recreation>

Please include a resume, cover letter and three professional references with your online application.

The Mt. Prospect Park District - www.mppd.org

The Mt. Prospect Park District is an Equal Opportunity Employer.