



Director of Recreation

Bloomingtondale Park District

Contact Name: Joe Potts

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Closing Date:

Salary: \$83,623-\$100,480

Description:

DIRECTOR OF RECREATION - BLOOMINGTONDALE PARK DISTRICT

Function

Under the direction of the Executive Director, the Director of Recreation is responsible for the planning, organization and management of the District's recreational programs and facilities and related services.

Immediate Supervisor

Responsible to the Executive Director. Directs and supervises all personnel, operations and activities of the Recreation Department.

Qualifications

- Degree in Park and Recreation Administration or related field and a minimum of five years of progressive work experience in the park and recreation industry. Certified Park and Recreation Professional (CPRP) status or ability to attain within one year. Master's degree preferred.
- Extensive knowledge of modern administration practices relating to the park and recreation field and the philosophy and principles of public parks and recreation services.
- Exceptional ability to carry out the instructions of the Executive Director in an effective and timely fashion, and the ability to work tactfully with people.
- Excellent ability to present ideas and recommendations in a concise manner, both verbally and in writing. Ability to present oneself in a professional manner and speak effectively to the public.
- Outstanding ability to exercise maturity and good judgment in evaluating and rendering decisions in everyday operations as well as pressure type situations.
- Proven experience supervising the management of recreation and aquatic facilities.
- Distinct ability to maintain harmonious working relationships with employees and the general public, as well as lead employees, motivating them to accomplish department and District goals.
- The ability to effectively direct, guide, monitor and evaluate the work performance of all departmental staff, especially full-time staff.
- Extensive knowledge of basic budgetary practices, and the ability to effectively interpret, communicate and justify operating and capital budget proposals.

Essential Functions

- Communicates with Executive Director on issues and activities related to the Recreation Department in an effort to ensure effective operations of the District.
- Attends administrative meetings and effectively communicates current events and needs of the Recreation Department. Additionally, attends Board of Commissioners Meetings to represent the department and provide information or recommendations to the Board as deemed necessary.
- Prepares, reviews and analyzes the budget for the Recreation Department and presents it annually to the Executive Director for consideration, discussion and approval.
- Approves all expenditures and assumes responsibility for the complete adherence to the monies allocated to the operations of the Recreation Department.
- Leads and nurtures the culture of the department in a manner that promotes open, dynamic communication, allowing department personnel to perform duties efficiently and effectively and work as a team in accomplishing desired goals and objectives.
- Employs and supervises full-time and part-time staff within the Recreation Department. Communicates with all personnel and makes decisions associated with employment and related activities within the department.
- Provides department staff with performance evaluations based on performance on a bi-annual basis, and furthermore provides continued feedback on performance issues throughout the year.
- Develops, directs and budgets for in-service training programs and forwards recommendations to the Executive Director regarding the educational and instructional needs of the Recreation Department staff.
- Recruits, interviews, selects, and supervises all full-time personnel within the Recreation Department, as well as any fieldwork students who may be employed by the District.
- Directs, formulates, reviews and updates the Recreation Department goals and objectives consistent with the recreation service requirements of the District and leads department staff in the accomplishment of these goals and objectives.
- Oversees the development, implementation and evaluation of a broad and varied portfolio of recreation programs and services to ensure the needs of the community are being met.
- Reviews, analyzes and proposes cooperative opportunities with local private and public entities with respect to recreation programs and services in an effort to meet the objective of fulfilling all recreation needs of the community.
- Prepares long-range plans for the Recreation Department as necessary.
- Oversees and guides the public relations and information dissemination efforts of the District concerning recreation services including, but not limited to, seasonal brochures, newsletters, reports, flyers, press releases, audio-visual materials. Ensures efforts are completed and used in an effective and fiscally responsible way.
- Prepares and maintains required records of departmental activities, attendance, services, personnel and property.
- Plans, prepares and/or participates in meetings with public, private and volunteer-based agencies, including the general public, to inform and discuss the District's recreation policies, procedures, operations, programs and services.
- Prepares, proposes, reviews and maintains the policies and procedures illustrated in the District procedures manual with respect to the effective operations of the Recreation Department.
- Works closely with local school districts in an effort to strengthen and maintain positive working relationships and gain continual cooperation and support of Park District use in and around their facilities.
- Coordinates the work and requests of the Recreation Department with other departments within the District in an effort to ensure a harmonious working relationship with open communications.
- Acts as the contact person and administrator of the scholarship program for those individuals with financial hardships that may prohibit them from experiencing recreation programs and services.
- Works with the Director of Internal Services to organize loss control aspects that are particular

to the department.

- Maintains a working knowledge of all general and department-specific safety rules.
- Actively supports the safety program and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.
- Acts as the liaison between the Park District and other local entities, representing the Park District on the Character Counts! Committee and in its leadership, among other community service-minded groups.
- Prepares projects, reports and records on both a routine and special purpose basis as deemed necessary by the Executive Director.

Marginal Functions

- Investigates and recommends alternative funding resources such as grants and donations that would assist the Recreation Department and Park District.
- Attends and actively participates in meetings of local, state and national recreation and park associations and related organizations.
- Required to develop and promote safe work habits and to contribute in every manner possible to the safety of themselves, co-workers and the general public.
- Performs other duties as assigned by the Executive Director.

Hours of Work and Compensation

The position of Director of Recreation is a full-time position and paid every two weeks at an agreed salary. The 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 industry, it shall be assumed that hours beyond the minimum, including evening and weekend hours, will be expected. The salary range for this position is \$83,623-\$100,480 – depending on experience.

Psychological Considerations

The Director of Recreation may feel added pressure from being a Department Head. The Director of Recreation may also feel pressure from having to meet deadlines and delegate and coordinate work among all members of the Recreation Department. The Director of Recreation must have the ability and mindset to resolve differences and conflicts among staff members and with patrons of the Park District programs, services and facilities. The Director of Recreation must be highly organized and have the ability to prioritize administrative projects and handle several projects at the same time.

Physiological Considerations

The ability to inspect facilities and program space and to ambulate in areas that may be inaccessible as defined by the UFAS, for the purpose of completing this function.

Environmental Considerations

May be exposed to elements when driving to meetings or facilities or when assisting personnel with outdoor functions. Most activities are performed indoors in conditions that include lighting and temperature.

Cognitive Considerations

The Director of Recreation must have the ability to carry out the instruction of the Executive Director with dispatch and to work tactfully with people. The Director of Recreation must have the ability to present ideas and recommendations in a clear and concise manner both orally and in writing. The Director of Recreation must exhibit good problem-solving skills and good judgment in keeping with the mission of the Park District.

Equal Opportunity Employer

The Bloomingdale Park District is an Equal Opportunity Employer.

*Please submit your resume and cover letter to: Jackie Tithof Steere, Director of Administration,
jackie@bloomingdaleparks.org.*

Revised 07/2024