



Superintendent of Recreation Roselle Park District

Contact Name: Christy Bathje
Contact E-mail: cbathje@rparks.org
Contact Phone: 630-994-4589
Closing Date:
Salary: \$75,000 - \$90,000

Description:

The Roselle Park District serves a community of approximately 25,000 residents. The park district provides year-round recreation and leisure opportunities for all ages and abilities. The Superintendent of Recreation is responsible for the administration, planning, organization, and supervision of recreation department facilities, programs, and services. Implements and executes the policies and directives of the Executive Director and the Board of Commissioners.

Hours: 40 hours/week with a variable schedule including evening and weekend hours.

Staff: 3-4 full-time, approx. 75 part-time staff year round; 75-100 part-time seasonal staff

Starting Salary Range: \$75,000 - \$90,000

QUALIFICATIONS & SKILLS

Education: Bachelor's degree in Recreation Management, Parks and Recreation, Public Administration, or a related field.

Experience: Several years of progressively responsible experience in recreation management, including supervisory experience. Experience in budget management, program development, and facility operations is also important.

Skills:

- Must be able to lead, train, manage, and motivate assigned staff.
- Must have great problem solving, analytical, organizational, interpersonal, and written and verbal communication skills.
- Must be able to multi-task and work calmly and effectively under pressure.
- Knowledge of budgeting, fiscal management, and revenue generation.
- Strong leadership and interpersonal skills.
- Ability to communicate effectively with a diverse range of stakeholders and staff.
- Excellent organizational and project management abilities.
- Preferred proficiency in software: Incode, RecTrac, AppliTrack, WhenToWork, ePACT.

ESSENTIAL JOB FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, any combination of the following tasks:

Staff Supervision and Development:

- Hire, orient, train, and supervise all recreation staff (including full-time, part-time, program supervisors, instructors, and support staff).
- Monitor staff performance with continual feedback and regular performance reviews while providing opportunities for professional development.
- Promote staff growth and development, providing support and/or disciplinary action as needed.
- Foster a positive and collaborative work environment within and across departments.

Program Development and Management:

- Manage and supervise all aspects of the District's recreation programs and services.
- Plan, develop, and implement a diverse range of recreational programs for all age groups, including sports, fitness, cultural arts, and special events.
- Evaluate existing programs and services; make recommendations for improvement or new initiatives to programming staff ensuring that all ages and interests are served, and service gaps are identified.
- Seek, interpret and implement input based on community needs and trends.
- Oversee seasonal and special event programming, ensuring high quality and community engagement.

Budgeting and Financial Management:

- Prepare and manage the recreation department's annual budget, ensuring the efficient allocation of resources.
- Monitor program revenues and expenditures, adjusting as necessary to meet financial goals.
- Seek out grants, sponsorships, and other funding opportunities to support programs and facilities.
- Develop department budgets and monitor financial activities within it.

Facility Management:

- Oversee the operation of recreational facilities, including community center, and pool.
- Coordinate with the Parks & Facilities department to ensure facilities are safe, clean, and well-maintained.
- Assist in planning for future facility needs, including renovations, expansions, and new construction.
- Make long-range recommendations for recreational facility improvements/replacements.

Community Engagement:

- Establish outreach, development and maintenance of working relationships with the community, including local school districts, support groups and other community organizations related to the development and expansion of services.
- Attend community meetings and events to represent the recreation department and gather feedback from residents. (i.e. Lions, Kiwanis; RMSBO required)

Policy and Procedure Development:

- Develop and implement policies and procedures related to the operation of recreation programs and facilities.
- Ensure compliance with all relevant laws, regulations, and safety standards.

- Manage risk and liability by developing and enforcing safety protocols and emergency response plans.

Strategic Planning:

- Contribute to the development of long-term strategic plans for the recreation department.
- Stay informed of trends and best practices in the field of recreation and incorporate them into the department's plans and programs.
- Collaborate with other departments and community partners to achieve common goals.

Other:

- Prepare and/or direct the preparation of board summaries, monthly, quarterly, and periodic special reports, as required in a timely manner.
- Provide appropriate information for district brochures and website.
- Ability to accommodate evening and weekend programs, presentations or meetings.
- Attend board meetings.
- Involvement in Safety Committee.

Roselle Park District provides equal employment opportunity (EEO) to all persons regardless of age, color, national origin, citizenship status, individuals with disabilities, race, religion, creed, gender, sex, sexual orientation, gender identity and/or expression, genetic information, marital and housing status.