



Superintendent of Recreation

Bolingbrook Park District

Contact Name: Kai Wahlgren

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Closing Date: 2024-10-25

Salary: \$80,217-\$90,000

Description:

SUPERINTENDENT OF RECREATION - JOB SUMMARY

Under the direction and supervision of the Director of Recreation, the Superintendent of Recreation manages, promotes, and administers recreation programs, services and community centers to meet quality, cost, and community criteria.

BENEFITS

- Full Time employees, and family members living in their household, receive a FREE membership to our Lifestyles Fitness Center and the Pelican Harbor Aquatic Park.
- Full Time employees, and their family members living in their household, receive 50% discount on eligible programs.
- Participation in our mandatory pension fund with IMRF-Illinois Municipal Retirement Fund.
- Life insurance paid by the park district.
- Optional Medical, Dental, and Vision insurance from 5% to 15% of cost, depending on selections.
- Paid Vacation, Sick, and Personal Time (PT for Hourly staff only).
- 10 Paid Holidays (includes 1 floating holiday)
- Optional Supplemental Insurances: Life, Accident, Critical Care, Cancer, Hospital, and Whole Life available during open enrollment.
- FSA Healthcare & Dependent Care
- 457 Retirement Plan (Security Benefits Group & Nationwide)
- Free CPR/AED Training & Certification.
- Employee Recognition Program
- Access to Employee Self-Service Payroll & Timekeeping portals.

Requirements

EDUCATION, EXPERIENCE & TRAINING

- Bachelor's degree in recreation and park administration or related field.
- Minimum five years supervisory experience in recreation or facility management.
- Certified Park and Recreation Professional desired.
- Valid driver's license.

KNOWLEDGE, SKILLS & ABILITIES

- A thorough knowledge of the theory and philosophy of recreation and facility management and the ability to interpret this philosophy to others.
- Thorough understanding of and experience with budget preparation and administration.
- Working knowledge of facility and management computer programs.
- Working knowledge of Microsoft Office Suite of programs.
- Thorough knowledge of marketing, management and labor laws.
- Must demonstrate problem-solving skills.
- Ability to articulate well in both oral and written form.
- Working knowledge of benefits based programming.
- Must demonstrate proficiency in computer skills

DUTIES AND RESPONSIBILITIES

Essential Duties

- Supervise and administer the Recreation Department, specifically in the areas of, Early Childhood, Youth, Teen, Adult, and Senior programming, Dance, Gymnastics, and Special Events,
- Prepare and administer the annual recreation budget within established guidelines
- Assess the recreational needs and wants of the community. Interpret effectiveness of programs.
- Work with the Director of Recreation, the Recreation Department and Marketing Team to develop and promote a broad, diversified program of recreational activities and services for the community.
- Set program objectives to achieve comprehensive programming for all age groups and interests.
- Approve all program outlines and content.
- Hire, train, and evaluate all full-time personnel within the Recreation Department and create an environment for success.
- Maintain records and prepare reports of department activities, attendance, services, and property.
- Receive and review reports from staff members and assist in preparation of monthly Board report.
- Investigate and act upon requests, suggestions, and complaints concerning recreation services.
- Approve and submit Recreation Department payroll, purchase orders, and satisfaction guarantee requests.
- Administer the programs, services and operation of the Recreation Department within approved District policies.
- Abide by the Bolingbrook Park District dress code for your area
- Perform all job tasks within the rules and guidelines of the Park District's safety program.
- Work as a Team Player with co-workers and in conjunction with other departments.

Marginal Duties

- Work with other department heads, as needed, in areas of mutual concern such as fiscal budget, routine maintenance, program equipment set-up, scheduling, etc.
- Promote recreation programs and special events.
- Work with the Marketing Team to prepare public information including seasonal brochures, fliers, press releases, and promotions of recreational activities.
- Conduct Recreation Department meetings as necessary.
- Perform other duties as required by the Director of Recreation.

COGNITIVE CONSIDERATIONS

Must have the ability to read, write and organize materials. Ability to plan, direct and supervise staff. Ability to develop and administer a complex budget in excess of \$5,000,000. Ability to understand

computer programs. Must be able to drive an automobile. Must exhibit good safety awareness and judgment

FLSA

This is a full time, salary, exempt position

HOURS

The Superintendent of Recreation shall have no established hours yet is required to invest the necessary time to produce exceptional results.

Salary Range

\$80,217-\$90,000

To apply to join our team:

- Send resume and cover letter to kwahlgren@bolingbrookparks.org
- fill out online application at https://www.appone.com/MainInfoReq.asp?R_ID=6512421

Contact:

Kai Wahlgren, Director of Recreation

kwahlgren@bolingbrookparks.org

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