



## **Superintendent of Recreation Facilities**

### **Mundelein Park & Recreation District**

**Contact Name:** Kyle Berg

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**Closing Date:** 2024-12-23

**Salary:** \$73,139 - \$91,424 DOQ

#### **Description:**

The Mundelein Park & Recreation District is pleased to announce the opening for the new position of Superintendent of Recreation Facilities. This position will be a strategic leader and will be empowered to lead a selection of dynamic recreation facilities during an exciting period of growth for the Mundelein community.

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

The Superintendent of Recreation Facilities is responsible for the planning of the Mundelein Community Center, Fitness Center, Indoor Swimming Pool, seasonal outdoor ice rink, Barefoot Bay Family Aquatic Center, and Diamond Lake Recreation Center, Beach, and Boat Launch. This position coordinates, supervises, plans, and evaluates all functions associated with the facilities through oversight of the Recreation Facility Manager and Aquatic Manager. The Superintendent will focus on the dynamic operation of the facilities through revenue generation, sustainable planning and administrative practices, and fostering an environment for community members to safely gather, engage, and grow through health and wellness. The Superintendent is also responsible for coordinating recreation registration software operations, both public and staff use, in cooperation with the Superintendent of Recreation Programs. Will manage and troubleshoot registration software issues as needed for staff. The Superintendent will work to promote the district as an industry leader for recreational facilities. This position will work nights, weekends, and holidays as needed to successfully carry out the essential functions of this job. Preparation for events, facility openings, and programs may require extended hours. Supervise Recreation Facility Manager and Aquatic Manager.

#### **Qualifications - Educations, Experience and Training**

B.A. or B.S. in Recreation Administration, physical education, exercise science or related field is required. Minimum of five years of full-time experience in the field of recreation or related field is required. CPR, First Aid and AED Certification required and if not certified, must become certified

within 90 days of employment. Facility certifications (CPO/AFO, fitness certifications, etc.) preferred. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred.

### **Pay and Benefits**

This is a full-time, exempt level position. The Hiring Wage Range is \$73,139 - \$91,424, depending on qualifications. The full wage range is \$73,139 - \$109,708. Our full-time benefit package includes:

- Low premium Medical, Dental and Vision Insurance
- Paid incentive if medical coverage is not needed
- Flexible Spending Accounts - Health and Dependent Care
- Group Term Life Insurance 1 Year Salary (District paid)
- Voluntary Additional Life Insurance
- Employee Assistance Plan (District paid)
- IMRF Pension (Retirement and Disability)
- 457 Retirement Plans (Nationwide and The Standard)
- Paid Vacation, Personal, Sick and Holiday days
- Employee Wellness Program and Incentives
- Complimentary Fitness Membership and Aquatic Passes for you, and your family
- Complimentary and discounted Recreation Programs and Group Lessons for you, and your family
- One complimentary round of golf per month at Steeple Chase Golf Club
- Tuition Reimbursement Program
- Discounted onsite Child Day Care, Before/AfterSchool Care, Preschool and Summer Day Camp

Don't miss this opportunity, apply today at [www.mundeleinparks.org](http://www.mundeleinparks.org). Applications will be reviewed starting December 16, 2024. Applications will be accepted until December 23, 2024.