



## Division Manager of Recreation Facilities Elmhurst Park District

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**Closing Date:**  
**Salary:** Starting at \$74,904

### Description:

**APPLY ONLINE AT:** <https://elmhurstpark.bamboohr.com/careers/205>

**WHO WE ARE:** The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, and having fun! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting opportunity for a **Division Manager of Recreation Facilities** to join our team! This role will focus on directing, supervising, and coordinating key program areas and facilities within the Recreation Department, with a primary focus on **aquatics**, **The Hub** (featuring concessions, batting cages, miniature golf course, spray ground, and a multi-purpose room with year-round rentals), **gymnastics**, and **cultural arts** (dance and theater). You will have the opportunity to lead a passionate team while ensuring the continued success of our diverse recreation offerings.

**WHAT YOU'LL DO:** As the Division Manager of Recreation Facilities, you will be responsible for planning, organizing, and directing designated program areas and facilities. Your key duties will include, but are not limited to:

- **Supervision of Program Supervisors:** Lead three full-time program supervisors, including recruiting, hiring, training, evaluating, and providing ongoing leadership and foresight.
- **Budget Management:** Prepare and monitor the department's budget, ensuring it remains within established guidelines and completing all required financial paperwork accurately.
- **Program Development:** Design and implement a broad, diversified, and balanced range of recreation activities and services for the community.
- **Facility Management:** Inspect, troubleshoot, and monitor the upkeep of The Hub, outdoor swimming pools, gymnastics center, dance studios, and other assigned facilities, ensuring they are safe, clean, and fully operational.

**WHAT YOU'LL BRING:**

- **Education & Experience:** Bachelor's degree in Parks and Recreation or a related field, with at least 6 years of progressively responsible experience in public parks and recreation management and at least 3 years of management experience.
- **Supervisory Experience:** A minimum of three years of supervisory experience, specifically in aquatics.
- **Leadership Skills:** Dynamic leadership abilities to recruit, hire, evaluate, and provide guidance to staff.
- **Certifications:**
  - Starguard Instructor Certification or the ability to obtain it within the first 12 months of employment.
  - Food Service Manager Certification or the ability to obtain it within the first 12 months of employment.
- **Valid Driver's License:** A current Illinois Driver's License is required.

#### **WHEN YOU'LL WORK:**

- **Primarily Monday–Friday, 8:30am to 5:00pm,** with nights, weekends, and holidays as needed to successfully carry out the essential functions of this job.
- **Flexible Schedule:** Preparation for events, facility openings, and programs may require extended hours, particularly during preseason lifeguard training, the ramp-up to opening days at the outdoor pools and The Hub, and throughout the aquatics and Hub season (Memorial Day weekend through Labor Day). You may need to work evenings and weekends to ensure staff and operations are successful.
- Some flexibility with remote work and work hours.

**WHAT YOU'LL GET:** This position is classified under Pay Grade 6, with a salary range of \$74,904 to \$108,763. For internal equity and budgetary considerations, the anticipated starting pay for this role is set at \$74,904.

***In exchange for your time and talent, we offer a generous benefit package, including:***

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)