



## **Superintendent of Recreation**

### **Carbondale Park District**

**Contact Name:** Trey Anderson

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**Contact Phone:** 618-529-4147

**Closing Date:**

**Salary:** \$55,000-\$65,000

#### **Description:**

The Carbondale Park District serves a community of approximately 22,000 residents. The park district provides year-round recreation and leisure opportunities for all ages and abilities. The Superintendent of Recreation reports to the Executive Director, and is responsible for planning, organizing and administering a diversified recreation program for the community. The Superintendent of Recreation reports to the Executive Director of the Carbondale Park District for the employment and performance of recreation personnel. This is a full-time position with benefits.

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

Staff: 3-4 full-time, approx. 8-10 part-time seasonal staff.

## **ESSENTIAL JOB FUNCTIONS**

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

- Establish, administer and implement a diversified recreational program for all age groups within the community.
- Evaluate existing programs and services; make recommendations for improvement or new initiatives to programming.
- Manage and supervise all aspects of the district's recreation programs and services. Seek, interpret and implement input based on community needs and trends.
- Oversee seasonal and special event programming, ensuring high quality and community engagement.
- Recruit, interview, and hire personnel to be employed in the recreation division, including hiring personnel for the pool. Responsibility for hiring personnel may be delegated to recreation coordinators or supervisors as appropriate.
- Develop and conduct in-service training programs for recreation personnel.
- Supervise recreation personnel in keeping with the Park Districts personnel policies. Recommend salaries, promotions, and other status changes for the recreation personnel.

- Recruit and supervise field work students and/or graduate interns as assigned

## OTHER JOB FUNCTIONS

- Prepare departmental program budget and monitor financial activities to assure that Recreation Department costs are within budgetary limitations.
- Attend monthly Board of Park Commissioner Meetings.
- Administer the policies of the Board of Park Commissioners as related to the Recreation Department and make recommendations.
- Seek out grants, sponsorships, and other funding opportunities to support programs and facilities.
  
- Contribute to the development of long-term strategic plans for the recreation department.
- Establish outreach, development and maintenance of working relationships with the community, via interpretative talks and participation in interagency task forces and committees.
- Attend community meetings and events to represent the recreation department and gather feedback from residents.
- Contribute to the development of long-term strategic plans for the recreation department.
- Provide appropriate information for district brochures and website.
- Ability to accommodate evening and weekend programs, presentations or meetings.

## PREFERRED QUALIFICATIONS:

- Bachelor's degree in Recreation Management, or a related field; minimum two years of work experience in recreation or a closely related field, and at least one year's experience in supervising personnel.
  
- Must possess and maintain a valid Drivers License.

## KNOWLEDGE, SKILLS, AND ABILITIES

- 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 as they apply to the parks

and recreation field.

- Strong leadership and interpersonal skills.
- Ability to plan, develop, and evaluate projects.
- Ability to work without direct supervision.
- Ability to delegate work duties when necessary.
- Preferred proficiency in software: ActiveNet and Square POS.

**Please send resumes to: [tanderson@carbondaleparkdistrict.com](mailto:tanderson@carbondaleparkdistrict.com)**

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