



Superintendent of Recreation

Des Plaines Park District

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Closing Date:
Salary: \$90,000-\$100,000

Description:

Due to internal promotions and transitions, this exciting opportunity has opened up! To apply, please visit dpparks.org and click on the Jobs link.

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION

Job Title: Superintendent of Recreation
Grade: 17: \$90,000-\$100,000
FLSA: Exempt
Department: Recreation

SUPERVISORY RELATIONSHIPS

Reports to: Director of Facilities & Recreation
Supervises: Assistant Superintendents of Recreation, Aquatics Manager, Facility Maintenance I and part time PLCC front desk and custodial/building staff.

BASIC FUNCTION

The Superintendent of Recreation maintains the overall responsibility of supervising of the Recreation Department included but not limited to Prairie Lakes Community Center & Aquatic Center, Mystic Waters, Arndt Park and Chippewa Pools, Fitness Center operations and District wide recreation programs and events.

ESSENTIAL DUTIES

1. Manage the overall operations of recreation programming, aquatic facilities, Administrative and Leisure Center, and Prairie Lakes Community Center.

2. Assess and evaluate recreation program needs of the community. Create new and innovative programs for the District. Monitor the success of current programs.
3. Prepare, administer and monitor the Recreation Department annual budget. Monitor revenue and expenses continuously.
4. Develop, implement and monitor the departments Strategic Plan and capital budget.
5. Supervise the hiring, training and evaluation of all Recreation Department staff. Hires, trains and evaluates full time direct reports.
6. Prepare and/or directs the preparation of board reports, monthly reports, and periodic special reports upon request.
7. Approve purchasing for supplies and equipment.
8. Follow through on personnel issues, citizen complaints/requests and program/facility concerns.
9. Maintain confidential files and records.
10. Establish and monitor policies and procedures for area of responsibility
11. Manage the budget and daily operation of the Prairie Lakes Community Center.
12. Manage inventory, purchase supplies and equipment for Prairie Lakes Community Center.
13. Coordinate all promotional material for all areas of responsibility.
14. Responsible for the cleanliness of the PLCC and PLAC, inside and around entry areas.

OTHER DUTIES

1. Visit programs and facilities.
2. Assist Staff with program implementation.
3. Coordinate and assist with Special Events.
4. Respond to Prairie Lakes building alarms on a limited basis.
5. Attend training sessions for professional development.
6. Act as District liaison with related groups, local service organization(s) and schools. Assist with Friends of the Parks foundation. Member of Kiwanis
7. Assist in coordinating District's annual fall fest and other small scale special events.
8. Inform all staff of any changes in policy, procedures or rules handed down by supervisors or reviewed during board meetings.
9. Coordinate staff to direct patrons in the event of an emergency such as severe weather or fire
10. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals
11. Perform additional duties as assigned.
12. Member of a Park District committee as assigned. Attend board meetings as assigned.

POSITION QUALIFICATIONS

Education: Bachelor's Degree in Leisure Services or Related Field
 Experience: Seven years related experience with three years of upper level management experience.
 Residency: Must reside within a reasonable distance of Des Plaines.
 Certifications: CPR/AED and First Aid Certification, Certified Park and Recreation Professional, Valid Illinois Drivers License

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)

- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)
- Park District Facility & Program Discounts