



Superintendent of Recreation

Community Park District of La Grange Park

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Closing Date:

Salary: \$65,000-\$78,500 DOE + 100% Employer Paid Medical Insurance Premiums

Description:

The Community Park District is seeking an **innovative Superintendent of Recreation** to expand, enhance, and lead our recreational programs, events, and facilities. With the park district beginning a comprehensive **\$12 million Recreation Center Expansion project in 2025**, this position will have the unique opportunity to work closely with our community to plan and implement a dynamic recreation program model that will serve the residents of La Grange Park and our neighbors.

The Superintendent of Recreation is an integral leadership role responsible for overseeing the planning, coordination, and management of all aspects of the Recreation Department to meet the diverse needs of the community. This includes overseeing facility maintenance; managing park and field rentals; overseeing facility rentals; facilitating cooperative programming; directly administering youth and adult sports programs, leagues, and sports events; overseeing senior programming; and executing the ADA Transition Plan for the Community Park District.

Competitive Benefits

This position enjoys a comprehensive health and dental benefits with the park district paying 100% of medical insurance premiums, retirement plans, generous paid time off, and a flexible work environment. We offer a wide range of professional development opportunities and a chance to lead in a dynamic environment.

Essential Functions

- Administrative duties include but are not limited to recruiting, interviewing, hiring, supervising, evaluating and disciplining recreation staff, facility/field supervisors, and facility maintenance personnel; training staff in the safe operation of janitorial maintenance, tools, and chemicals; submitting a bi-weekly payroll; communicating with the Executive Director regularly on Park District matters; preparing program descriptions; preparing bids for and ordering program equipment and supplies in accordance with the District purchasing policy; reviewing, preparing, approving, and submitting invoice payment vouchers; maintaining and protecting supplies and other inventory; submitting a monthly status report; and attending Park Board meetings.
- Develop, submit, monitor, and manage a strategic annual Recreation Department budget and implement strategic cost recovery strategies to achieve agency goals.
- Provide strategic leadership and managerial oversight for all aspects of recreation operations, and future projects for assigned areas within the Recreation Department.

- Evaluate existing recreation programs offered by the Park District and plan future offerings that are compatible with public need while maintaining accurate financial records for all programs being offered, study financial data and deliver periodic reports to the Executive Director and Board.
- Work with the Executive Director, staff, and community to create and implement a proactive and effective recreation plan.
- Manage the maintenance of the Recreation Center including but not limited to custodial operations; service contract management; planning capital projects or capital equipment replacement; overseeing or coordinating routine and preventative maintenance; monitoring utility contracts; serving as on-call for building alarms; coordinating equipment replacement and troubleshooting with IT contractor; and monitoring and maintaining organized storage spaces
- Coordinate field usage with affiliate groups such as Little League and AYSO; develop, plan, organize and administer all aspects of District athletic programs, sports leagues and programs including but not limited to teaching classes and directly overseeing weekend programs; assess athletic field capital improvement needs; coordinate and evaluate cooperative athletic classes and contractors.
- Oversee the implementation of the ADA Transition Plan including but not limited to project planning, budgeting, management and inspection.

What We're Looking For

A Bachelor's Degree in parks and recreation management, sports management, or equivalent experience is required. Ideal candidates will have strong organizational, time management, and decision making skills with 3-5 years of progressive experience in recreation management. Must be a First Aid/CPR instructor or the ability to acquire certification within the first year of hire. Must be a Certified Parks and Recreation Professional (CPRP) or the ability to acquire within one year of hire. First Aid/CPR certification or ability to obtain within 3 months of hire is required. Candidate must possess a valid State of Illinois class "D" driver's license.