



Director of Recreation

Lindenhurst Park District

Contact Name: Jake Kohler

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Closing Date:

Salary: \$73,111 - \$95,363

Description:

The Lindenhurst Park District is excited to announce an opening for the position of Director of Recreation! Under the administrative direction of the Executive Director, the Director of Recreation is responsible for providing overall leadership, oversight, and day-to-day direction for the Recreation Department.

About the Role:

In this role, you will be responsible for organizing, planning, implementing, supervising and management of all recreational services. This position directly oversees adult programming, dance and youth/teen programming. Facility management inclusive of, but not limited to, parks, fields, courts, shelters, and the community center in order to provide comprehensive leisure services. As the districts Safety Coordinator (PDRMA), this position is responsible for the general safety and risk management relating to all agency operations, functions, grounds and facilities.

Key Responsibilities:

- Develop, implement, and evaluate a comprehensive and diversified offering of recreational opportunities.
- Develop and manage budgets, track expenditures, and seek funding opportunities such as grants and sponsorships.
- Establish and maintain cooperative planning and working relationships with other local community agencies and organizations.
- Recruit, train, and supervise recreation staff which include full-time, part-time, seasonal and volunteers.
- Maintain membership in significant professional organizations and participate in workshops, conferences, seminars, webinars, and programs designed to promote professional development.
- Actively support the safety program that will effectively control and reduce accidents.

Key Qualifications:

- Bachelor's degree in Recreation, Parks and Leisure Services, Public Administration, or related field and 7-10 years of progressive experience in recreation management.
- Strong leadership, communication and organizational skills.
- Thorough knowledge of all phases of recreation administration including some knowledge of safety and risk management as well as marketing.

- Valid Illinois or Wisconsin Driver's License.
- Current CPR, AED and First-Aid certificate or ability to certify upon hire is required.
- CPRP (Certified Park and Recreation Professional) certification required.

How to Apply:

Interested applicants should submit a resume, cover letter and list of references to Jake Kohler, Director of Finance and Personnel, jkohler@lindenhurstparks.org.

Interviews for qualified candidates will begin right away. No phone calls please. Job description available upon request.

Don't miss this opportunity to join a dynamic park district where you will make a difference every day! We look forward to hearing from you!