



## **Human Resources & Risk Manager**

### **Addison Park District**

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**Closing Date:**  
**Salary:** \$70,000+ DOQ

#### **Description:**

**Human Resources & Risk Manager**  
**Addison Park District | Addison, IL**  
**Salary: \$70,000+ DOQ & Excellent Benefits**  
**Typically On-Site M-F 8:30 am – 5:00 pm**

Are you a proactive, detail-oriented HR professional who thrives on solving problems and collaborating across a fast-paced organization? The **Addison Park District** is looking for a dynamic **Human Resources & Risk Manager** to coordinate and modernize our HR and safety operations.

#### **About Us**

We serve a vibrant and diverse community of 37,000 residents through 25 parks and over 280 acres of green space. Our team includes 25 full-time and 150+ seasonal staff, and we're passionate about making a lasting impact through exceptional service, innovation, and safety.

#### **The Role**

As a key member of our leadership team, you'll report to the Superintendent of Business Services and oversee all aspects of human resources, compliance, and risk management. You'll implement initiatives in recruitment, benefits administration, staff development, safety training, and legal compliance—while playing a strategic role in shaping a positive and engaging workplace culture.

#### **What You'll Do**

- Facilitate full-cycle recruitment, onboarding, and employee development
- Administer compensation, benefits, performance evaluations, and compliance programs
- Oversee HR systems, records, legal reporting, and audits
- Serve as Safety Coordinator and manage risk-related programs (PDRMA, OSHA, incident response)
- Collaborate across departments to align staffing with strategic goals
- Drive policy updates, employee communications, and open enrollment

#### **What We're Looking For**

- Bachelor's degree in HR, Business Admin, or related field (preferred)
- 5+ years of HR experience in a professional setting
- SHRM-CP or similar certification strongly preferred
- Experience with HRIS, payroll, applicant tracking systems, and safety compliance
- Background in parks & recreation or the public sector is a plus
- Excellent communication, organization, customer service, and technical skills
- CPR/AED certification (or ability to obtain within 3 months)

#### **Why the Addison Park District?**

- Forward-thinking leadership and a supportive team culture
- Opportunities to innovate and make a tangible difference in the community
- Competitive salary: \$70,000+ DOQ
- Full benefits package: medical, dental, vision, life, IMRF pension, PTO

**Ready to join a team that values innovation, teamwork, and service? Full job description available here.** Apply today at [www.addisonpark.org](http://www.addisonpark.org)