



Superintendent of Recreation

Kankakee Valley Park District

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Closing Date: 2025-07-23
Salary: \$60,000 - \$70,000

Description:

Job Title:	Superintendent of Recreation
Employment Category:	Full Time
Classification and Grade:	Exempt

General Statement of Duties:

Responsible for the administration, planning, organization and direction of the District's leisure programs, facilities and related services. The Superintendent of Recreation is responsible for the personnel management of all full and part-time employees who are employed in the operation of the recreational departments and facilities.

Supervision Received:

Reports directly to the Executive Director.

Essential Job Functions:

1. Administers and oversees comprehensive Recreation Department schedules including innovative leisure, athletic and educational programming, special events, and facilities usage.
2. Develops, promotes, and delivers a broad spectrum of diverse and exceptional activities and services for all segments, groups, ages and interest levels of the community.
3. Prepares and administers annual operating budget for Recreation Department. Oversees and authorizes expenditures; tracks program results; measures and reports results and achievement within agreed upon formats and timeframes.
4. Evaluates and reviews recreational programs, facilities and services. Generates cost benefit analyses, pricing reviews, and program lifecycle audits. Provides results and recommendations to ensure appropriate achievement of District's objectives.
5. Collaborates with Marketing staff to develop District program brochure; news and press releases; information and marketing bulletins; and other publicity on recreation activities. Assists in the development and implementation of sponsorship and partner agreements that expands District program offerings and assists in program costs.
6. Performs and maintains open, positive and responsive communications and relationships with members of the public, community groups, members and staff, local school districts, and governmental agencies.

7. Researches and pursues alternate sources for funding including grants, donations, sponsorships, and endowments.
8. Evaluates staffing needs and oversees recruitment, hiring, training and evaluation of department personnel.
9. Demonstrates the necessary attitude, leadership, communication, and interpersonal skills to develop, encourage, nurture, manage and sustain a creative and motivated team.
10. Participates as a member of the District's Safety Committee to develop practical and appropriate safety rules and regulations pertinent to the activities conducted by the department.
11. Supervises and mentors Recreation Staff, providing job training and safety instruction.

Marginal Job Functions:

1. Establishes and maintains cooperative planning and working relationships with local organizations and businesses.
2. Participates in community and industry events, associations, and activities, as appropriate.
3. Responsible for acquisition, maintenance and inventory of recreation department and program materials and equipment.
4. Works closely with the Parks Maintenance staff to ensure open lines of communication.
5. Works closely with the marketing staff to ensure that websites and social media are maintained appropriately.
6. Responsible for overseeing the operations of concessions at softball complex.
7. Ensures compliance with all federal, state and local laws and regulations related to safety and insurance.
8. Performs other work as assigned.

Qualifications:

1. *Education:*
 - a. BA / BS in Parks and Recreation or related field from an accredited college or university.