



## **Assistant Superintendent of Senior Services**

### **Village of Willowbrook**

**Contact Name:** Alex Arteaga

**Contact E-mail:** aarteaga@willowbrook.il.us

**Contact Phone:** 630-920-2263

**Closing Date:**

**Salary:** \$90,000 to \$115,000

#### **Description:**

##### **Assistant Superintendent of Senior Services**

The Village of Willowbrook is seeking a dynamic and experienced professional to serve as the **Assistant Superintendent of Senior Services**. This leadership role is responsible for assisting in the planning, development, and oversight of a comprehensive portfolio of senior and active adult programs, including travel, social events, and lifelong learning opportunities. The ideal candidate will bring strong skills in recreational programming, budgeting, staff supervision, and community engagement. This position requires a proactive, customer-focused individual who can contribute to the department's mission of providing high quality, inclusive services that enrich the lives of our community's older adults.

#### **Key Responsibilities**

- Assist with the schedule and organization of activities, such as special events, community events, and senior programming.
- Demonstrate strong leadership to develop and instill a more collaborative and customer-focused culture.
- Foster an attitude of helpfulness and transparency in the Village.
- Coordinate extended and day trips & program transportation schedules/needs.
- Maintain open communication with program staff, parents, participants, and supervisor.
- Manage site newsletters.
- Prepare seasonal brochure information.
- Assist with program registration procedures.
- Assist with the development of the annual budget; forecast necessary funding for staff, equipment, material, and supplies.

#### **Ideal Candidate**

The ideal candidate will be a dependable leader with experience in municipal recreation operations, facility scheduling, budgeting, and program development and evaluation. The Village seeks someone who is a proactive, customer service-oriented individual, friendly, creative, accountable, and is comfortable working in a team-oriented environment. The following qualifications are preferred:

- Bachelor's degree or equivalent required
- At least five years of experience in parks and recreation or active adult programming, with two years in a supervisory role strongly desired.
- Certified Parks and Recreation Professional (CPRP) certification preferred but not required
- Knowledge of recreational registration software (Active Network) preferred
- Strong leadership, communication, and organizational skills.
- Proficiency in Microsoft Office and social media sites such as Facebook, Canva, and Nextdoor
- Ability to meet event and programming needs which may include nights, weekends, and holidays.

### ***Salary & Benefits***

The salary range for this full-time, exempt position is \$90,000 to \$115,000, depending on qualifications. The Village offers a comprehensive benefits package, including:

- Medical, dental, and life insurance
- Illinois Municipal Retirement Fund (IMRF) pension
- Paid vacation, sick leave, and holidays
- Professional development opportunities

Employment is contingent upon successfully passing an employee reference check, criminal background check, and DOT drug screening.

To apply, please email your cover letter and resume to Alex Arteaga ([aarteaga@willowbrook.il.us](mailto:aarteaga@willowbrook.il.us)), Assistant Village Administrator. Applicants must indicate "Assistant Superintendent of Senior Services" in the subject line of their e-mail. If you have any questions about the position, please contact Alex Arteaga, at (630) 920-2263 or [aarteaga@willowbrook.il.us](mailto:aarteaga@willowbrook.il.us).