



Superintendent of Recreation

Foss Park District

Contact Name: David Haqq

Contact E-mail: dhaqq@fosspark-district.org

Contact Phone: 847-689-7480

Closing Date:

Salary: \$75,733 to \$127,150

Description:

Responsible for development and supervision of athletic programs and supervising CYC building. Coordinates activities of paid and volunteer recreation personnel. Develops and promotes recreation programs, including music, dance, arts and crafts, cultural arts, nature study, social recreation and games, or camping.

Adapts recreation programs to meet needs of individuals. Introduces new program activities, equipment, and materials to staff. Trains personnel and evaluates performance. Interprets recreation service to public and participates in community meetings and organizational planning. May work in team with administrative or other professional personnel, to ensure that recreation is well balanced, coordinated, and integrated with special services.

Manages recreation facilities and coordinates activities of workers engaged in providing services of facility: determines work activities necessary to operate facility, hires workers, and assigns specific tasks and work hours accordingly.

Initiates projects, such as promotional mailing or telephone campaigns, to acquaint public with activities of facility. Discusses fees of facility with interested people. Registers patrons and explains rules and regulations.

Confers with patrons to resolve grievances. Directs the administration of parks and recreation facilities and coordinates activities of workers engaged in providing administrative services of facilities, which may include, but are not limited to, communications, facility management, custodial, purchasing, and security. Plans, develops, implements, and carries out or monitors enforcement of organization plans, programs, policies, practices, and procedures.

Establishes goals, objectives, and standards, and assures that overall goals are met or exceeded. Implements and enforces work rules and disciplinary procedures. Recommend improvement of procedures and solutions to administrative problems. Develop new programs when needed. Interfaces with technical personnel, government officials, elected officials, and the public on pertinent matters related to the park administration's responsibility. Assures the organization and its mission are consistently presented in strong, positive images to the public.

Assists in the coordination and preparation of the organization's annual report, operating budget, capital budget, and plans and programs. Reviews project budgets and cash flow estimates and determines eligibility for project funding.

<https://fosspark-district.org>