



Superintendent of Recreation

Clarendon Hills Park District

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Closing Date: 2025-09-23

Salary: \$100,000

Description:

Job Title: Superintendent of Recreation

Department: Recreation

Status: Full Time (Exempt)

Salary Range: \$100,000- \$150,000

Starting Salary: \$100,000

The Clarendon Hills Park District is seeking an energetic and experienced Superintendent of Recreation to lead the management of our recreation programs, special events, and the Lions Park Pool. Founded in 1946, the Clarendon Hills Park District is dedicated to enhancing the quality of life for our community by maintaining eight beautiful parks and providing a wide variety of recreational programs and facilities, including the Lions Park Pool and Community Center. This full-time, high-impact role is responsible for planning, operating, and supervising all recreation staff, programs, events, and aquatic operations. We are looking for a passionate leader with strong management skills, a background in recreation and aquatic facility operations, and a vision for delivering innovative, high-quality programs to the community. We offer a competitive salary, excellent benefits, and the opportunity to lead a talented team within a thriving, community-focused organization. If you are ready to make a meaningful impact and help shape the future of recreation in Clarendon Hills, we encourage you to apply!

Position Summary

The Superintendent of Recreation plays a vital role in leading and enhancing the Clarendon Hills Park District's recreation programs, special events, marketing, and aquatic facility. This key leadership position is responsible for supervising recreation staff, managing aquatic operations, and supporting long-term sustainability and capital improvement planning. Under the management of the Executive Director, the Superintendent of Recreation is responsible for planning, operation, and supervision of all recreation staff, programs, and special events. The Superintendent of Recreation is responsible for the Park Districts Community Center and Lions Park Pool facilities and operations. This is a full-time position working more than 40 hours a week. Generally, hours are 8:30am – 5:00pm Monday through Friday-1/2-hour lunch to be taken between 11:30am-1:30pm. Weekend, evening, and holiday work will be required as needed (varies with the season). This is a full-time job including insurance (medical, dental, vision, and life), holiday pay, paid time off, and IMRF pension.

Qualifications

Bachelor's Degree in Parks and Recreation with a minimum of 5 years of supervisor experience including oversight of recreation programming and aquatics. Candidate must have organizational and administrative skills, with practical knowledge of recreation programming, facility management, and understanding of aquatic management and operations. Candidate must have a valid drivers' license.

Essential Duties and Responsibilities

1. A thorough understanding of the Park District's policies and operations. Enforce those policies with the approval of the Executive Director.
2. Coordinate with all Recreation and Facility Supervisors to hire, train, evaluate, and discipline all recreation and facility personnel.
3. Implementation of all recreational staff, programs and special events,
4. Operate and manage the Park Districts Community Center with the approval of the Executive Director.
5. Operate and manage the Park Districts Lions Park Pool with the approval of the Executive Director.
6. Operate and manage all outdoor recreation facilities with the approval of the Executive Director.
7. Present all fiscal year (May 1-April 30) recreation program budgets by December 31st to the Executive Director for review and approval.
8. Review the scheduling of all recreation programs and instructors pertaining to the use of the district's facilities.
9. Request use of School District 181 facilities in accordance with Facility Use Agreement.
10. Administer and provide all recreation and facility reports to the Executive Director.
11. Administer and monitor purchasing of supplies as approved by the current fiscal year budget and in accordance with the park district's Purchasing Policy.
12. Administer and review all recreation personnel payroll before presenting to the Executive Director.
13. Attend administrative staff meetings with the administrative team when requested.
14. Maintain daily communication with full-time recreation personnel.
15. Review and evaluate all recreational programs and facilities.
16. Administer emergency procedures of all recreational programs and facility evacuations.
17. Assist with the yearly comprehensive recreational plan for the Park District's future growth under the direction of the Executive Director.
18. Develop and maintain working relationships with other park districts, community organizations and residents.
19. Gather future data related to recreational programs and facilities as directed by the Executive Director.
20. Act as Americans with Disabilities Act Compliance Officer.
21. To act as an alternate on the SEASPAR Board when the Executive Director is unable to attend.
22. Educate and train the recreational staff on all recreational software.
23. Continue educational growth and professional memberships through a variety of IPRA resources. Must obtain CPRP certification within six months after requested by the Executive Director.
24. Proficient in Microsoft Window Suite (Word, Excel, PowerPoint, Publisher)
25. Perform other administrative duties as assigned by the Executive Director.

How to Apply

Interested candidates should submit the following:

1. Cover letter detailing interest and qualifications.
2. Resume highlighting relevant experience.

Submit applications to katieg@clarendonhillsparkdistrict.org no later than 5:00pm Tuesday, September 23. No calls please.