



## **Director of Leisure Services**

### **Village of Glendale Heights**

**Contact Name:** Peter Cahill

**Contact E-mail:** human\_resources@glendaleheights.org

**Contact Phone:** 630-260-6000

**Closing Date:** 2026-03-02

**Salary:** \$159,224 - \$183,102

#### **Description:**

#### **VILLAGE OF GLENDALE HEIGHTS**

#### **DIRECTOR OF LEISURE SERVICES**

The Village of Glendale Heights is seeking an energetic and dedicated professional to join our team as next Director of Leisure Services following the upcoming retirement of our current long-serving Director.

The Director of Leisure Services establishes the strategic goals, objectives, policies, and priorities of the Village's Leisure Services department. This position will lead Department staff to ensure the alignment of all Leisure Services initiatives with the Village's goals and community needs, while fostering innovation. The Director is also responsible for the overall administrative oversight of all Leisure Services programs, services and facilities including the Linda Jackson Senior Center, Recreation Division and Glendale Lakes Golf Course.

#### **ABOUT THE ROLE**

Works under the general guidance and direction of the Assistant Village Administrator and the broad policy guidance of the Village President and Board and Village Administrator. This position exercises strategic direction and administrative support to all Leisure Services staff ensuring alignment with the Village's goals and priorities including:

- Providing leadership and direction for the Linda Jackson Senior Center, Recreation Division and Glendale Lakes Golf Course to achieve goals within available resources.
- Planning and directing a diversified year-round, recreation programming that meets recreational needs of the community; and reviewing program areas, implementing changes, or creating new programs that reflects the goals of the Village.
- Responsible for the general operations and security of Leisure Services facilities including the management of the Sports Hub Recreation Center, GH20 Aquatics Center, Linda Jackson Senior Center and Glendale Lakes Golf Course.

- Researching opportunities for grants from various state, federal, and local programs related to parks and recreation.
- Facilitating multiple special events throughout the year.

## **COMPENSATION & BENEFITS**

Salary Range: \$159,224 – \$183,102, commensurate with experience and qualifications.

Benefits: Village offers a competitive benefit package, including Blue Cross HMO or PPO medical, dental and life insurance, membership in the Illinois Municipal Retirement Fund (IMRF), optional 457, deferred compensation plan, and a comprehensive package of paid time off package. A full benefit summary is available upon request. The Village strongly supports professional development and provides for attendance at conferences, trainings and professional certifications.

See full job brochure: **HERE**

## **IDEAL CANDIDATE PROFILE**

- Graduation from a college or university with a Bachelor's Degree in Recreation Management, Education, or Physical Education including course work in organization and administration; Master's Degree in Recreation Management, Education, Public Administration or Physical Education is preferred;
  - Seven to ten years of progressively responsible experience in parks and recreation programs, with at least three to five years in a supervisory or administrative role position;
  - Certified Park and Recreation Professional (CPRP) Certification is required;
  - Certified Park and Recreation Executive (CPRE) or ability to earn CPRE is highly preferred;
- or
- Any equivalent combination of education and experience;
  - Thorough knowledge of the principles and practices of modern parks and recreation programs;
  - Ability to plan, organize, coordinate and implement a comprehensive recreation program;
  - Considerable knowledge of community recreation needs and resources;
  - Exceptional leadership, communication, and interpersonal skills, with a proven ability to build collaboration across diverse teams and stakeholders;
  - Working knowledge of the principles and practices of office management, work organization and supervision.

## **APPLICATION AND SELECTION PROCESS**

Interested candidates should apply online at: **APPLY HERE**

**Posted 2/6/26. Application deadline is 3/2/26 at end of business day.**

Top candidates will be invited to a panel interview based on qualifications and application ranking. Final selection is contingent upon a criminal background check, pre-employment drug screening, and fingerprinting for a full background investigation.

The Village of Glendale Heights is an Equal Opportunity Employer committed to fostering a diverse

and inclusive workplace. The Village strictly adheres to fair and merit-based employment practice and a nepotism and cronyism policy to prevent favoritism or conflicts of interest in employment or contracting. If you are an immediate family member or have a personal, political, financial, or commercial relationship with a current or former Village employee, please disclose this in the “How did you hear about this position?” section of your application.