



Superintendent of Recreation Programs

Mundelein Park & Recreation District

Contact Name: Kyle Berg

Contact E-mail: kberg@mundeleinparks.org

Contact Phone: 847-388-5458

Closing Date:

Salary: \$74,894.54 - \$93,618.18, DOQ

Description:

The Mundelein Park & Recreation District is seeking an inspiring, forward-thinking professional to serve as Superintendent of Recreation Programs – a key leadership role in a growing district committed to innovation, quality, and community impact. This is more than a management position; it's an opportunity to shape the future of recreation while leading diverse program areas and mentoring the professionals who bring them to life. We are looking for a collaborative leader with a true growth mindset – someone who values learning, embraces new ideas, builds strong connections with team members, and balances daily excellence with long-term success. The ideal candidate is a mentor, culture builder, and strategic thinker who is energized by growth, invests in staff, and is passionate about delivering exceptional experiences for the community.

Summary

The Superintendent of Recreation Programs is responsible for the direction of programs and services in the areas of active adults 50+, cultural arts, dance, special events, general recreation, and school-age programming. The position is also responsible for coordinating recreation registration software operations, both public and staff use, in cooperation with the Superintendent of Recreation Facilities and Guest Services Specialist. Responsibilities also include the management of various program facilities including Dolan Recreation Center, Kracklauer Facility, and Regent Center. Work hours may fluctuate from normal business hours based on supervision needs of programs and special events; evening, weekend, and holiday work may apply. Directly supervises the Adults 50+ Coordinator, Cultural Arts and Events Supervisor, Dance Coordinator, Recreation General Programs Supervisor, and School-age Program Supervisor.

Qualifications – Education, Experience and Training

B.A. or B.S., degree in Recreation Administration, Business Administration, or related field is required. Minimum of five years of full-time experience in the field of recreation or a related field is required. CPR, First Aid, and AED Certification required and if not certified, must become certified within 90

days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred.

Pay and Benefits

This is a full-time, exempt position. The hiring wage range is \$74,894.54 - \$93,618.18, depending on qualifications. The full wage range is \$74,894.54 - \$112,341.81. Our full-time benefit package includes:

- Low premium Medical, Dental and Vision Insurance
- Paid incentive if medical coverage is not needed
- Flexible Spending Accounts – Health and Dependent Care
- Group Term Life Insurance 1 Year Salary (District Paid)
- Voluntary Additional Life Insurance
- Employee Assistance Plan (District Paid)
- IMRF Pension (Retirement and Disability)
- 457 Retirement Plans (Nationwide and The Standard)
- Paid Vacation, Personal, Emotional Well Being, Sick and Holiday days
- Employee Wellness Program Incentives
- Complimentary Fitness Membership and Aquatic Passes for you and your family
- Complimentary and discounted Recreation Programs and Group Lessons for you and your family
- Once complimentary round of golf per month at Steeple Chase Golf Club
- Tuition Reimbursement Program
- Discounted onsite Child Day Care, Before/After School Care, Preschool and Summer Day Camp

Established in 1954, Mundelein Park & Recreation District has 34 park sites offering over 735 acres of open space, playgrounds, ballfields, lakes and trails. We offer over 650 seasonal programs, including: dance, youth sports, tennis, karate, golf, gymnastics, adult and youth leagues, swim instruction, art, fitness and wellness, culinary, adult day trips, science classes, and day camps. In addition, we host over 20 annual events, many free to the public.

Don't miss this opportunity, apply today at www.mundeleinparks.org. Applications will be reviewed upon receipt and qualified candidates will be contacted shortly after.