



Executive Director

Chicago Ridge Park District

Contact Name: Ray Orchromowicz
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Closing Date: 2026-04-10
Salary: \$100,000-\$120,000

Description:

Executive Director

The Executive Director leads all operations, including facility maintenance, program development, and financial management, and reporting to the Board of Commissioners. Key responsibilities include implementing board policies, strategic planning for community needs, managing staff, overseeing renovations of playgrounds and facilities, and ensuring financial sustainability.

Qualifications

A bachelor's degree from an accredited college or university with the major course work in business management, public or business administration, parks and recreation administration, or closely related field of study.

In the discretion of the Board, a comparable amount of directly related experience will be considered as a substitute for the minimum educational requirements.

Certification status as a Parks and Recreational Professional (CPRP) in accordance with the standards of the IAPD/IPRA and NRPA (certification must be obtained within one year of commencement of employment).

Possession of a valid Illinois driver's license.

Experience

Excellent organizational skills and ability to show high level of performance.

Knowledge of fiscal procedures and budgeting planning.

Perform duties with sound judgement, persistence, integrity, tact, and courtesy.

Communicate and work effectively with the public, media, the Board and staff.

Attend meetings, workshops, and conferences during non-business hours.

Starting salary \$100,000 to \$120,000

Benefits include:

IMRF Pension

100% of Employee Health, Dental, and Vision Insurance paid for by the District

Vacation and Holidays

Earned personal days

Phone allowance
Professional Development

How to Apply

Applicants shall submit a current resume, three personal references, three professional references, and responses to the following questions (*candidates are asked to limit responses to questions to no more than one page per question*):

1. How would you describe your management style?
2. How would you spend your first 90 days?
3. Identify three critical challenges facing parks and recreation today and describe how you would lead the organization through them.

A comprehensive recruitment brochure can be viewed on the park district's web site.

Application Deadline is April 10, 2026