



Superintendent of Recreation

Northern Illinois Special Recreation Association (NISRA)

Contact Name: Patty Panas

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Closing Date: 2026-04-03

Salary: \$84,000- \$100,800

Description:



Applicants must submit a resume, cover letter, and at least three professional letters of reference.

POSITION TITLE: Superintendent of Recreation

REPORTS TO: Executive Director

FLSA STATUS: Full-Time Exempt

RESPONSIBILITIES:

Under the supervision of the Executive Director, the Superintendent of Recreation is responsible for planning, organizing and managing the operations of the Association's recreation department and staff.

QUALIFICATIONS:

1. A Bachelor's Degree in Therapeutic Recreation, social work or a related field with seven years progressive full-time experience in a variety of recreation settings with special populations.
2. Current certifications as a Certified Therapeutic Recreation Specialist or Certified Parks & Recreation Professional.
3. Supervisory experience, strong communication and presentation skills are required.
4. Must demonstrate the ability to recruit, train and supervise staff.
5. Must be able to work independently and demonstrate the ability to solve complex issues.

6. Class "D" driver's license, and certification by Handle With Care and First Aid/CPR/AED or obtainable upon hire.

ESSENTIAL FUNCTIONS:

1. Manage and supervise all aspects of the Association's recreation programs and services.
2. Prepare and monitor the Association's annual recreation budget.
3. Hire, train, supervise and evaluate three Senior Managers (Recreation, Support Staff & Operations), Manager of Inclusion and Manager of Adult Day Programs.
4. Create and monitor Association yearly program calendar.
5. Promote staff growth and development, providing support and/or disciplinary action as needed for recreation department staff.
6. Provide leadership and direction in the development and implementation of recreation department performance goals.
7. Alongside the Senior Manager of Operations, responsible for formulating and overseeing the Association's Risk Management program. Responsibilities to include:
 - A. Oversee and manage Agency operational policy/procedures development and implementation.
 - B. Review and analyze participant, safety and professional related trends/issues.
 - C. Review and approve participant Seizure Questionnaires and requests for Personal/Medical Care.
8. Responsible for the outreach, development and maintenance of working relationships with school districts, support groups and other organizations related to the development and expansion of NISRA services.
9. Coordinate the preparation and delivery of the NISRA seasonal brochure.
10. Prepare and present Superintendent Board Reports and seasonal participation reports to the NISRA Board of Directors.
11. Coordinate the recreation department staff training and attendance at state/national conferences for the Association.
12. Act as American with Disabilities Act resource for member districts.
13. Determine and monitor the changing needs of all residents with disabilities residing in the participating member district boundaries and trends in the Therapeutic Recreation profession.
14. Assist with the marketing and media coverage of NISRA programs and services.
15. Active participation in the NISRA Foundation events and other community events as needed.
16. Promote the field of Therapeutic Recreation and related benefits to community organizations, park districts, school districts, businesses and the community at large.
17. Represent NISRA on various committees and local task forces.
18. Develop and implement annual performance goals for the assigned project areas.
19. Attend meetings, in-services, conferences and related workshops for continuing self-development through needed education.
20. Provide program support and supervision as part of the weekly on-call rotation with the Association's Senior Manager of Operations, Senior Manager of Support Staff and Senior Manager of Recreation.
21. Ability to perform strenuous activity to include but not limited to physical transfer of participants with physical limitations, participant protection measures, loading and unloading equipment, and vigorous recreation activities.
22. Serves as backup to the Executive Director and acts as the Agency's Open Meetings Act (OMA) and Freedom of Information Act (FOIA) Officer, as needed.
23. Perform related duties as required.

NISRA is an Equal Opportunity Employer

Join the NISRA Team!

www.nisra.org

