



Superintendent of Recreation

Morton Grove Park District

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Closing Date:
Salary: \$75,000- \$85,000 Per Year

Description:

Due to a planned retirement the following position is open:

Superintendent of Recreation Job Description

Job Summary:

The Superintendent of Recreation is responsible for the administrative planning, organization, and supervision of a wide scope of recreation programming and special projects of the park district, including Club Fitness and aquatic facilities. The Superintendent will oversee and manage all aspects of the day-to-day operations of the Recreation Department. The Superintendent will contribute to the master plan; community needs assessments, comprehensive plan, and capital repair and replacement schedule. The Superintendent will supervise a staff of full and part-time employees. The Superintendent is an integral part of the district's administrative team. The Superintendent of Recreation has no established hours yet and is required to invest the time necessary to produce exceptional results.

Qualifications:

B.A. or B.S. degree in Parks and Recreation or related field, M.S. desired. Minimum of eight years of progressive administrative experience. Position requires at a minimum of four years of supervisory experience of full-time or part-time IMRF employees in the field of recreation, preferably in a park district. Aquatic experience a plus. Certified Park and Recreation Professional or obtained within 6 months of hire. Must be proficient in office and administrative software, preferably in Microsoft Office Suite. Must be highly proficient in RecTrac. Must possess a valid Illinois driver's license.

Immediate Supervision:

The Superintendent of Recreation is responsible to the Executive Director. Provides supervision to four Recreation Supervisors, one Facility Manager who oversees additional full-time staff, four part-time IMRF employees, and approximately 200 part-time and seasonal employees.

Essential Functions:

- Develop and promote a broad spectrum of diverse activities and services for all segments, groups, ages and interest levels of the community.
- Assume responsibility for the Recreation Department, including aquatics, building rentals, fitness club, early childhood, youth and teen programs, adult programs, and special events.
- Knowledge of ADA and how to adapt programs and facilities to meet ADA requirements.
- Evaluate the needs and interest of the community utilizing participant groups and other resources.
- Evaluate recreation programs and facilities against the needs and interests of the community.
- Schedule inclusion aids for the District participants working with MNASR staff.
- Serve as liaison for all the school districts and park districts in the area, developing cooperative programming.
- Evaluate staffing needs (including recruitment, hiring, training, and evaluation) and make adjustments within the Recreation Department so that the programs operate efficiently and create an environment for success.
- Prepare and administer annual budget for recreation division of the district.
- Assist in interpreting community needs and delivering programs and services to meet those needs.
- Periodically review and evaluate recreational facilities, programs and services to determine if community needs are being met.
- Oversee the program evaluation process and recommend modifications of existing programs or the introduction of new programs. Report to Executive Director and Board of Park Commissioners.
- Prepare and/or direct the preparation of board summaries, monthly reports, and special events.
- Approve and oversee park and facility use requests.
- Work collaboratively with Marketing Department.
- Prepare bids for projects not done by department personnel.
- Perform all job tasks within the rules and guidelines of the District's safety program. Using good safety awareness and judgement.
- Oversee, prepare, and/or direct staff in the development of programs and events for four seasonal activity guides. Ensure thorough review of each guide to eliminate errors and maintain accuracy.
- Perform other duties and functions as directed.

Marginal Functions:

- Be familiar with and adhere to all policies and procedures outlined in the Policy and Procedure Manual, Personnel Policy Manual, General Use Ordinances, Aquatic and Camp Manuals, Crisis Manual, and Safety Manual.
- Assist with and/or attend District special events.
- Attend Board of Park Commissioners meetings.
- Represent the District while working with schools, sports leagues and other organizations on special projects.
- Attend meetings and participate with IPRA, PDRMA, and local community agencies, associations and organizations.
- Attend professional conferences and workshops to increase knowledge in related areas of responsibility.
- Responsible for meeting the safety objectives of the department and for the safety of the employees in recreation department.
- Member of the Crisis Management team serving as alternate in the Executive Director's absence.
- Certification as a CPR/AED/First Aid Instructor or must obtain within 6 months of hire.
- On call at all times.

Psychological Considerations:

Ability to exercise good judgment in keeping with the mission of the park district. Must be able to troubleshoot and solve problems in the best interest of the entire park district.

Physiological Considerations:

May be required to do some moderate lifting (up to 50 lbs.)

Environmental Considerations:

Most activities are performed indoors where environmental conditions include lighting and temperature; however, this position may also require participation in outdoor activities in varying weather conditions.

Cognitive Considerations:

Must demonstrate strong leadership qualities, be a self-starter willing to work with minimal supervision. Can plan, direct, and supervise staff. The ability to resolve differences fairly and with good judgment. Must be able to supervise others and have good safety awareness to protect our patrons.

Benefits:

Excellent benefits package, including paid holidays and time off, health, dental, and vision insurance, life insurance, voluntary life insurance options, Deferred Compensation, Illinois Municipal Retirement Fund (IMRF), pool and gym membership, and opportunities to get involved in recreational programs for a free or reduced cost.

Exempt

Salary Range \$75,000-\$85,000