



Assistant Director of Parks and Recreation City of Elgin

Contact Name: Kelly DuBois
Contact E-mail: kelly.dubois@elginil.gov
Contact Phone: 847-931-6749
Closing Date:
Salary: \$135,000 - \$173,500

Description:
APPLY HERE

The Assistant Director of Parks & Recreation (Recreation and Programming) is a senior leadership role responsible for the vision, planning, and execution of recreation programs, services, and events that enhance quality of life for the Elgin community. This position provides strategic and operational oversight for all recreation divisions, including athletics, aquatics, early childhood, cultural arts, community events, and recreation facilities.

Working in close partnership with the Parks & Recreation Director, this role serves as a trusted leader of the Recreation Division, responsible for aligning day-to-day operations with long-term strategy, ensuring programs are inclusive and financially sustainable, and advancing the department's impact across the community.

This is a leadership opportunity for someone who leads with integrity, builds trust, and brings self-awareness and emotional intelligence to navigate a complex, community-facing environment. The ideal candidate is both strategic and hands-on, able to see the big picture while ensuring strong execution across teams, programs, and partnerships.

About the Department & Team

Elgin's Parks & Recreation Department serves as a cornerstone of community life, providing programs and services that connect residents of all ages and backgrounds. The team is composed of dedicated professionals who are committed to serving the community and take pride in their work.

The City is seeking a leader who can build on this foundation, bringing clarity, consistency, and a collaborative leadership style that strengthens trust, aligns the team, and supports staff in doing their best work. This role requires someone who can step into a dynamic environment, listen actively, assess needs, and establish a clear path forward for the Recreation Division.

This position operates with a high degree of autonomy and is built on a strong, trust-based partnership with the Parks & Recreation Director. The Assistant Director is expected to lead with confidence, anticipate challenges, bring forward solutions, and serve as a reliable and strategic extension of the Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Key Responsibilities

- Provide leadership and strategic direction for all recreation facilities, programs, and services.
- Lead, develop, and support full-time managers and staff, fostering a culture of accountability, collaboration and professional growth.
- Anticipate challenges and address issues proactively, minimizing the need for escalation.
- Identify and advance opportunities for cross-departmental collaboration and community partnerships.
- Serve as a trusted deputy to the Director, representing the department in meetings with City leadership, boards, and the community.
- Build and maintain community partnerships with schools, nonprofits, and stakeholders that expand access and deepen program impact.
- Support long-range planning, policy development, and alignment with the Parks & Recreation Master Plan and Citywide Strategic Plan.
- Oversee development, implementation, and evaluation of diverse programming for all ages and populations.
- Collaborate on marketing and communications efforts that drive participation and reflect the community's diversity.
- Assist with facility planning, scheduling, and program space utilization.
- Oversee program development, evaluation, and continuous improvement to meet evolving community needs.
- Manage division budgets, financial performance, and cost recovery goals.
- Support policy development, risk management, and regulatory compliance.
- Lead long-range planning, goal setting, and performance measurements within the Recreation Division.

KNOWLEDGE, SKILLS AND ABILITIES:

Skills and Competencies

- Integrity and trust: leads with consistency and transparency.
- Emotional intelligence: self-aware, empathetic, and skilled at navigating complex team dynamics.
- Proactive leadership: anticipates challenges and addresses issues before they escalate.
- Strategic and systems thinking: connects division-level work to broader organizational and community goals.
- Confident decision-making: exercises sound judgment, knowing when to act independently and when to engage others.
- Team development: sets clear expectations, supports growth, and creates conditions for staff to succeed.
- Communication: communicates clearly and effectively with diverse audiences, both internally and externally.
- Financial acumen: understands budgeting, cost recovery, and resource alignment

MINIMUM QUALIFICATIONS:

- Bachelor's degree in Parks & Recreation, Public Administration, Business, or related field (Master's preferred).
- Minimum 7 years of progressively responsible experience in recreation programming or closely related public sector work.
- At least 3 years of supervisory or management experience.
- Demonstrated experience managing budgets, leading staff, and overseeing multi-faceted program operations.

Preferred Certifications

- CPRP or CPRE
- First Aid/CPR/AED certification

Work Environment

Although primarily an administrative, office-based position, with typical office hours from 9:00 a.m. to 5:00 p.m., this role requires regular presence in the field to support programs, events, and facilities. Evening and weekend hours are required based on programming and community needs. The role also includes representation at City Council meetings, Parks & Recreation Advisory Board Meetings, Parks & Recreation Foundation Meetings, and other civic gatherings, as needed.