



## **Recreation Program Manager**

### **Vernon Hills Park District**

**Contact Name:** Shona Hedke

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**Closing Date:**

**Salary:** Hiring Range \$65,000 - \$79,300/year

#### **Description:**

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The Recreation Program Manager is responsible for the leadership, oversight, and strategic direction of multiple recreation divisions, including School Age Programs, Cultural Arts & Special Events, and General Recreation. This role ensures the delivery of high-quality programs and events that meet the needs of the Vernon Hills community while supervising, supporting, and evaluating Recreation Supervisors and their respective teams. This position plays a key role in staff development, budgeting, operational planning, and maintaining compliance with safety and district policies. The position requires availability during early mornings, evenings, weekends, and holidays.

#### **QUALIFICATIONS**

**Education & Experience:** Bachelor's degree in Parks & Recreation, Public Administration, Education, or related field with a minimum of 6 years of progressive experience in recreational program management and supervisory experience; or an equivalent combination of education and experience. CPRP certification preferred (as eligible per NRPA). Must possess CPR/AED and First Aid certification within 60 days of hire. Valid Illinois Class "D" driver's license is required. Must successfully complete a physical exam, drug screening, background check, and road test. Strong organizational, leadership, and communication.

For the full job description and to apply, please visit:

<https://www.paycomonline.net/v4/ats/web.php/portal/598E995E3E8EE1D1C2D429A67B9439C7/jobs/72389>