



Executive Director

Special Recreation Association of Central Lake County

Contact Name: Kristin Splitt

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Contact Phone: 847-223-7529

Closing Date: 2026-08-14

Salary: \$120,000 - \$165,000

Description:

Position Summary

The Special Recreation Association of Central Lake County is seeking an experienced, collaborative, and visionary leader to serve as its next Executive Director. This is an exciting opportunity to lead a respected organization dedicated to providing high-quality recreation programs and services for individuals with disabilities and their families throughout Central Lake County.

SRACLC is a cooperative extension of eight member park districts and municipalities that provides inclusive and specialized recreation opportunities for individuals with disabilities. The organization is committed to enriching lives through recreation, advocacy, and community connection.

The Executive Director is the chief administrative officer of the Special Recreation Association of Central Lake County (SRACLC), serving as the primary conduit between staff and the Board. The role implements Board-adopted policies; provides professional recommendations and factual analyses to support Board decision-making; and oversees day-to-day operations, strategic planning, fiscal management, compliance, risk management, and community relations.

Qualifications

- Bachelor's degree in Parks & Recreation, Therapeutic Recreation, Public Administration, Business Administration or related field; Master's degree and professional certifications such as CTRS or CPRP preferred.
- Minimum five years in therapeutic recreation or a related field, is preferred; with a preference for experience in administration / programming in special populations, parks and recreation, and/or public administration.
- Thorough knowledge of therapeutic recreation theory and philosophy and of residents with disabilities; demonstrated ability to plan, develop, and implement diversified community recreation programs for individuals with disabilities.

Essential Functions

Governance & Board Relations

- Serve as the administrative head of all Association functions and the official medium of communication between employees and the Board; implement Board-adopted policies.
- Provide the Board of Directors with professional recommendations and supporting analyses for the advancement of the Association.
- Provide strategic leadership and long-range organizational planning.
- Attend all Board and committee meetings.
- Build and maintain strong relationships with member agencies, community partners, sponsors, and families.
- Keep the Board informed on policy implementation, program enrollment, service effectiveness, operational conditions, and other matters pertinent to Association business; communicate Board actions to employees and channel employee communications to the Board.

Leadership & Administration

- Exercise full administrative authority over day-to-day operations; issue rules and instructions necessary to affect Board policy; act with discretion when regulations do not address specific situations and action is required.
- Oversee and recommend adoption of intermediate and long-range plans to meet community needs for programs, personnel, and facilities.
- Evaluate and improve organizational systems, operations, and community outreach efforts.
- Hire, supervise, and evaluate Superintendents; develop and maintain full-time staff job descriptions; sustain a professional work environment; lead ongoing staff and program evaluation processes.
- Actively participate in local, state, and national professional recreation organization sponsored events, workshops, conferences, and classes.
- Foster a positive organizational culture focused on collaboration, communication, and staff support.

Financials & Fundraising

- Prepare and manage the annual Association budget, including developing line-item details, Board presentations, and final approval.
- Communicate annual member agency contribution amounts.
- Pursue supplemental funding through state and federal grants, private donations, and fundraising initiatives.
- Serve as the advisor of the Special Recreation Foundation and coordinate all Foundation Board functions.
- Maintain accurate and timely personnel, accounting, and business records for compliance and operational efficiency.
- Oversee development and management of all special use agreements to ensure compliance and cost-effectiveness.

Compliance & Risk Management

- Serve as the Americans with Disabilities Act Compliance Officer to Member Agencies, Freedom of Information Act Officer, and Open Meetings Act Officer.
- Ensure compliance with all applicable regulations, including IDOL, OSHA, Family & Medical Leave Act, and Workers' Compensation requirements, and address ADA-related issues.
- Maintain a work environment that prioritizes strong risk management and safety standards; actively participate in developing and evaluating Association safety policies and practices.
- Ensure agency compliance with PDRMA's Risk Management Program and represent SRACLC on the PDRMA Program Council and serve as the Association's PDRMA claims contact.

Physical Requirements & Schedule

Primarily office-based with regular sitting, standing, walking, and computer use; frequent communication; occasional lifting/carrying of materials and room setup for meetings/presentations; ability to perform emergency procedures as needed. Evening and weekend hours required to meet organizational needs.

Application Process

Interested candidates should submit:

- Cover letter
- Resume
- Three professional letters of reference

Please send all application materials to:

Kristin Splitt, SRACLC Board President

Email: ksplitt@glpd.com

Address: Grayslake Community Park District

Attn: Kristin Splitt

240 Commerce Drive

Grayslake, IL 60030

Application Deadline: August 14, 2026

For More Information:

<https://sraclc.org/>