



Assistant Director of Recreation

Champaign Park District

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Closing Date:
Salary: \$69,091-\$96,727

Description:

About the Job

Are you a collaborative leader with a passion for recreation, cultural arts, and community engagement? The Champaign Park District is seeking an Assistant Director of Recreation to help shape the future of our Recreation Department by providing strategic leadership for the Virginia Theatre and Cultural Arts Division. In this role, you'll lead talented teams, oversee operations and programming, build community partnerships, and help create memorable experiences that enrich the lives of our residents. If you enjoy combining leadership, creativity, and strategic thinking to make a lasting impact, we'd love to hear from you.

Summary of Responsibilities

- Provide leadership and strategic direction for the Virginia Theatre and Cultural Arts Division.
- Supervise, coach, and support management staff while fostering collaboration across the organization.
- Oversee programming, operations, facility management, and guest experiences.
- Develop strategic plans, policies, and operational initiatives that support long-term success.
- Manage divisional budgets, financial planning, and operational performance.
- Build partnerships with community organizations, arts groups, and local stakeholders.
- Oversee theatre programming, booking contracts, sponsorship opportunities, and community engagement efforts.
- Collaborate with Human Resources on employee relations and collective bargaining agreement administration.
- Ensure compliance with accessibility requirements, safety standards, and District policies.
- Partner with Marketing to promote programs, performances, and events.
- Stay informed on industry trends to enhance programming and organizational success.

Why Work With Us?

At the Champaign Park District, you'll have the opportunity to make a meaningful impact on your community while leading one of Central Illinois' premier cultural arts destinations. This position offers

the chance to:

- Lead a dynamic team and help shape the future of arts and recreation programming.
- Build strong partnerships throughout the community.
- Gain experience in strategic planning, budgeting, operations, and organizational leadership.
- Work in a collaborative environment that values innovation, creativity, and service.
- Help create exceptional experiences for thousands of residents and visitors each year.

Benefits Summary

The Champaign Park District offers a comprehensive benefits package for full-time employees, including:

- Competitive salary
- Illinois Municipal Retirement Fund (IMRF) pension
- Medical, dental, and vision insurance
- Life insurance
- Paid vacation, sick leave, personal leave, and holidays
- Employee Assistance Program (EAP)
- Professional development and training opportunities
- Wellness initiatives
- Participation in a collaborative and mission-driven workplace

About the Champaign Park District

The Champaign Park District's mission is to enhance our community's quality of life through positive experiences in parks, recreation, and cultural arts. With 62 parks spanning more than 700 acres and 14 facilities offering diverse recreational opportunities, we provide spaces and programs that bring people together, inspire healthy living, and celebrate creativity.

Who This Position Is Ideal For

This position is ideal for an experienced leader who enjoys building teams, developing innovative programs, and strengthening community connections. You'll thrive if you're a strategic thinker who can balance big-picture planning with day-to-day operations, communicate effectively with diverse stakeholders, and is passionate about expanding access to arts and cultural recreation opportunities. If you're looking for a leadership role where your work will have a visible impact on your community, we encourage you to apply.

The Champaign Park District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, sexual orientation, gender identity, or veteran status. We are committed to providing a workplace that is free from discrimination and harassment of any kind. All employees are required to comply with our equal opportunity and harassment laws, policies, and procedures.

Qualifications

- Bachelor's Degree in Arts Administration, Recreation, Sport and Tourism, or related field OR eight (8) years of relevant experience.
- Minimum 5 years of progressive experience in theater management, arts administration, and/or recreation programming, including facility management and supervisory responsibilities.

- Experience developing and working with community cultural arts organizations.
- Strong budgeting, financial management, and analytical skills.
- Proven leadership skills to build effective teams.
- Knowledge of various performing arts genres.
- Excellent written and verbal communication skills.
- Strong organizational, planning, and problem-solving skills.
- Strong computer proficiency, including Microsoft Office Suite, and the ability to quickly learn and utilize department specific software systems.
- Valid driver's license with a clean driving record.

Click **HERE** to apply.