



Superintendent of Recreation

Village of Schiller Park

Contact Name: Brian Kaspar

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Closing Date: 2026-09-09

Salary: \$76,324 – \$102,427, with anticipated hiring range \$76,324 - \$91,193

Description:

Position: Superintendent of Recreation

Reports to: Assistant Village Manager & Village Manager

This position is responsible for the overall supervision and operational oversight of recreational programs, special events, and designated facilities. This position helps ensure high quality, inclusive, and accessible recreational experiences for the community. This position will work together with our Parks and Facilities Supervisor / Superintendent focusing on ensuring the development and management of programs, facilities, and grounds for quality recreational experiences for Village residents and guests. The Superintendent of Recreation will be responsible for providing leadership to staff and assistance in planning programs. Daily operational and programmatic oversight may include general recreation programs and services, camps, youth enrichment programming, early childhood programming, teen and adult programming, senior programming, and rentals.

Core Responsibilities

- Managing all staff and total operations throughout year of Recreation's indoor facilities, parks, and pools.
- Provide strategic leadership for recreation programming and facility operations.
- Develop and manager departmental budgets and long-term planning.
- Lead, mentor, and develop a talented team of recreation professionals and indirectly supervise multiple full-time, part-time, and seasonal staff.
- Build partnerships with schools, community organizations, and local businesses.
- Plan and develop programs and special recreation events, research trends and current interests, and survey customer satisfaction and interests.
- Prepares staff programming schedules, monitors, and inspects parks, facilities, and special events for participation, safety issues, and costs.
- Recommends new or improved policies and procedures to remain current and to improve customer services; responds to inquiries, complaints, and correspondence from various groups, officials, and residents.
- Work closely with Parks Facility Supervisor/ Superintendent for parks, pools, facilities, and

equipment of all recreational areas to ensure safety and compliance.

- Prepares annual budget for department, approves bills/invoices, payroll and determines costing for special projects for Recreation Board, Standing Committee for Recreation and Village Board.
- Responsible for recruiting, selecting, training, and evaluating personnel in all areas of department.
- Ensure programs and special Recreational events are delivered to residents' attention through various media, attend applicable professional events, and participate in civic and industry groups.
- Attend Village and Recreation Board meetings, preparing agendas and supporting documentation.
- Makes customer service as a priority, promotes positive community and vendor relations, cooperates with other Village departments and other communities.

Qualifications

- Bachelors' degree in Recreation or related field, Certified Parks and Recreation Professional (CPRP), Certified Pool Operator (CPO) preferred, or the ability to attain within first year.
- 6-10 years' experience in Recreation Administration of parks and recreation department, including supervisory experience, and professional training and courses.
- Grant writing, partnership development, and community engagement experience.
- Must have experience in budgeting and fiscal controls, marketing, human resources, and staff supervision.
- Must have direct experience in developing and implementing successful programs and policies and researching diverse data to arrive at program recommendations.
- Strong leadership, exceptional organization, interpersonal and communication skills
- Effective verbal and written communication skills to diverse audiences.
- Proficient with recreation software systems and Microsoft Office Suite
- Possession of valid IL drivers' license.
- Perform other duties as assigned.

Physical Demands

The employee is frequently required to stand; walk and grasp/manipulate and/or reach with fingers, hands, and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must regularly lift and /or move up to 10 pounds and occasionally lift and/or move up to 30 pounds. The employee operates a variety of office equipment, including computer hardware, telephone, and printer. The employee may periodically need to walk or maneuver on uneven or slippery surfaces indoor or outdoor surfaces.

Benefits and Salary

The Village provides a comprehensive benefits package including medical, dental, and eye insurance, Illinois Municipal Retirement Fund (IMRF) pension, paid sick, vacation, holiday time, and more.

Hours

This is a Full-Time, FLSA Exempt, at-will position. Typical work schedule will be Monday-Friday Days; however, additional hours at night and weekends will be required according to program needs, events, board meetings, and scheduling.

To apply, please email your cover letter and resume to Brian Kaspar, Assistant Village Manager at bkaspar@schillerparkil.us

Applicants must indicate “**Superintendent of Recreation**” in the subject line of their e-mail.

Candidates offered employment at the Village of Schiller Park will be subject to satisfactory results of a background check, drug screening, and reference checks. An employee of the Village is an employee at will, unless subject to a Union contract or hired as an individual contractor.