



Assistant Director

Clarendon Hills Park District

Contact Name: Donald Scheltens

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Closing Date: 2026-09-10

Salary: \$110,000-\$125,000

Description:

JOB SUMMARY:

The Assistant Director is responsible for the management, supervision, organization, implementation and evaluation of all park and recreational staff, recreational programs, parks, and facilities under the administration of the Executive Director

QUALIFICATIONS:

Bachelor's Degree in Parks and Recreation with a minimum of 10 years of combined management and supervisory experience with a wide range of park and recreational experience. Excellent skills in organization, communication, marketing, finance, and staff management. Current Certified Parks & Recreational Professional (CPRP) and within six months of employment must obtain: (CPO) Certified Pool Operator.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist the Executive Director in the management of the daily operations of the Parks and Recreation divisions.
- Assist the Executive Director with the management of the park and recreation staff in hiring, training, evaluating, and disciplining.
- Assist the Executive Director with the management of the Park Districts Community Center, Lions Park Pool, and all outdoor facilities.
- A thorough understanding of the Park District's policies and operations. Enforce those policies with the approval of the Executive Director.
- Coordinate the staff's work schedules pertaining to the district's needs with the approval of the Executive Director.
- Manage & review all park and recreation personnel payroll to the Executive Director.
- Manage and provide all park, recreation and facility reports to the Executive Director.
- Manage and monitor the purchasing of supplies as approved by the current fiscal year budget.
- Attend Park Board meetings when requested by the Executive Director.
- Maintain daily communication with full-time park and recreation personnel.
- Review and evaluate all parks, and recreational parks, programs, and facilities.
- Administer emergency procedures of all park and recreational facility evacuations.

- Develop and maintain working relationships with other park districts, community organizations assigned by the Executive Director
- Act as Americans with Disabilities Act Compliance Officer.
- Act as the Park District's liaison to the SEASPAR Board.
- Act as the Park District's FOIA Officer
- Educate and train the recreational staff on all software, RecTrac, etc.
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Publisher, etc.)
- Coordinate seasonal orders of staff apparel with the approval of the Executive Director.
- Continue educational growth and professional memberships through IPRA resources.
- Maintain a valid Illinois drivers' license.
- Perform other administrative duties as assigned by the Executive Director.

ADMINISTRATION

- Assist the Executive Director with the Finance responsibilities
- Assist the Executive Director with the HR responsibilities
- Assist the Executive Director with PDRMA's health & liability responsibilities
- Assist the Executive Director with preparing grants
- Assist the Executive Director with acquiring sponsorships
- Assist the Executive Director with Park District referendum campaigns

PARKS

- Assist the Executive Director with the Master Plan.
- Assist the Executive Director with the Capital Projects Plan
- Assist the Executive Director with the ADA Transition Plan
- Assist the Executive Director with the cost estimates and the bidding process
- Assist the Executive Director with the Parks Maintenance Management Plans

RECREATION AND FACILITIES

- Prepare all fiscal year recreation budgets to the Executive Director for review.
- Manage and train all the recreational staff
- Coordinates with staff the seasonal recreational program offerings.
- Request use of School District's facilities in accordance with Facility Use Agreement.
- Conduct recreation community surveys and focus groups.
- Gather future data related to recreational programs, parks and facilities.
- Evaluates the effectiveness of all recreational programs and facilities
- Assist the Executive Director with the Recreation Management Plans

COMMUNICATIONS & MARKETING

- Manage a comprehensive Marketing Plan for recreational programs and facilities including seasonal brochures, website, social media, Constant Contact, etc..
- Coordinate with the districts marketing contractors to maintain the website and other social media platforms with the approval of Executive Director.
- Manage the districts media library of all programs for use in marketing projects (brochures, social media, Constant Contact, print ads, etc.).
- Solicits and manages sponsorship agreements for programs and special events.
- Manages and track donations from community organizations.