



Superintendent of Recreation

Bartlett Park District

Contact Name: Catalina Rodelo

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Closing Date:

Salary: \$85,000 - \$101,000, DOQ

Description:

ABOUT US

Bartlett Park District is a unit of local government that provides 611 acres of beautiful parks and outstanding recreational opportunities for the residents of Bartlett and surrounding communities. Major facilities of this Illinois Distinguished Accredited Agency and two-time National Gold Medal finalist include 44 parks, a flagship community center, indoor aquatic center and outdoor water park, a 9-hole golf course and an 18-hole golf course, event venue, ski slopes, athletic field complex, nature center, two gymnasiums, and more.

The Superintendent of Recreation is responsible for the administration, supervision, planning, staffing, and operation of the Park District's Recreation Department including the research and development of recreation programs and the operation of Donald H. Schrade Gymnasium and Bartlett Nature Center. The Superintendent of Recreation is an exempt, at-will position and reports to the Executive Director. This position vacancy arises with the current Superintendent of Recreation announcing retirement after twenty-six (26) years of Creating Fun with Bartlett Park District.

SELECTION PROCESS AND TIMELINE

September 14, 2026: Deadline for applicant materials to be received

Week of September 21, 2026: Candidate interviews begin

Week of October 5: Candidate finalist interviews begin

November 2, 2026: Tentative date of employment

PRIMARY DUTIES AND RESPONSIBILITIES

- Administer the Recreation Department as established within the organization of the Park District.
- Directly supervise five (5) full-time team members; three (3) Recreation Managers, one (1) Marketing Manager, and one (1) Environmental Education Manager.
- Prepare and recommend the adoption of long-range and immediate plans to meet community needs for recreation space, facilities, programs, services, and staffing.
- Analyze and evaluate the effectiveness of existing Recreation Department programs and services while looking for opportunities to develop new programs and services.
- Effectively analyze Recreation Department programs and services revenues and expenditures and perform financial recaps.
- Oversee and prepare ~ \$2-million annual Recreation Department budget.
- Maintain excellent inter-department communication and teamwork with all departments within the Park District.
- Establish and maintain effective cooperative planning and working relationships with local community agencies, governmental agencies, and voluntary and private organizations.

QUALIFICATIONS, CHARACTERISTICS, AND TRAITS

- Bachelor's degree in parks and recreation administration or related field required.
- Minimum five (5) years' experience in parks and recreation in a supervisory capacity or any equivalent combination of education, experience and training required.
- Certification as a Park and Recreation Professional (CPRP) required.
- Obtain and maintain CPR/AED certification.
- Ability to maintain and improve community services with a high level of customer and guest satisfaction.
- Ability to work independently in day-to-day operations with general direction from the Executive Director.
- Ability to work harmoniously with fellow employees, community groups, and other units of local government.
- Ability to organize, prepare, and present information effectively both verbally and in written form.
- Ability to recognize and manage priorities while meeting deadlines.
- Ability to Create Fun!

SALARY

Anticipated Hiring Range: \$85,000 - \$101,000

Position Range: \$85,000 - \$125,000

BENEFITS OFFERED

In exchange for your time and talent we offer a generous benefit package, including but not limited to:

- Medical, dental, and vision coverage, along with life insurance (basic and voluntary)
- Pension plan (IMRF), 457(b) Nationwide plan, and Section 125 Flexible Spending Accounts for self and dependent care
- Paid holidays (9 annually) and vacation, sick, personal, and floating holiday time
- Facility discounts & usage benefits

*****APPLICANT MATERIALS MUST CONTAIN ALL INFORMATION FOR FULL CONSIDERATION*****

1. Formal letter of application (cover letter) indicating reasons you desire to be a candidate.
2. Resume including employment history, duties, and responsibilities.

3. Provide at least two (2) currently dated letters of recommendation.
4. Provide at least three (3) professional references with complete names, email addresses, and phone numbers. Each professional reference must be an individual other than the two individuals writing a dated letter of recommendation (directly above).
5. Provide a written response to each of the questions contained within the employment application in Paycom.
 - Describe your management style.
 - State and discuss your philosophy of recreation programming
 - If chosen for the position, what steps would you take as the Recreation Department's new leader in your first 120 days?

Please upload two (2) separate .PDF files: 1.) Resume; 2.) Letter of Application (Cover Letter) WITH two (2) Letters of Recommendation

Position will remain open until it is filled. Interested and qualified candidates are encouraged to apply online via the employment page on the District's website: www.bartlettparks.org. as we will conduct a rolling interview process. Bartlett Park District is an Equal Opportunity Employer.