



Director of Recreation

Dundee Township Park District

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Closing Date: 2026-09-18

Salary: \$118,000 Annually

Description:

Inspire Programs. Develop Leaders. Strengthen Community

Are you a passionate leader who thrives on creating memorable experiences, empowering staff, and building strong community connections?

Dundee Township Park District is seeking an innovative and experienced Director of Recreation to lead a talented team responsible for delivering exceptional programs, events, and services that enrich the lives of residents of all ages.

Why This Role Matters:

As Director of Recreation, you'll oversee the planning, organization, and management of recreation programs, community events, partnerships, and customer-focused services throughout the District. You will serve as a key leader responsible for shaping recreational opportunities, developing staff, and ensuring the community's evolving needs are met through innovative and high-quality programming. This role requires a collaborative leader who can inspire a team, drive strategic initiatives, and successfully balance long-term planning with daily operations in a dynamic environment.

What You'll Do:

- Lead, coach, and support recreation staff in delivering high-quality programs, services, and events.
- Oversee the planning, implementation, evaluation, and continuous improvement of recreation programs and community initiatives.
- Analyze participation trends, demographics, program performance, and community needs to identify opportunities for growth and innovation.
- Manage and oversee large-scale community events, seasonal offerings, and special initiatives.
- Foster staff development through coaching, mentoring, training, and leadership opportunities.
- Develop and manage departmental budgets while ensuring responsible stewardship of public resources.
- Build and maintain strong relationships with schools, community organizations, local agencies, and business partners.
- Collaborate with the Marketing Department to promote programs, services, and special events.
- Prepare reports, recommendations, and presentations for District leadership and the Board of Commissioners.

- Promote a culture of excellence, accountability, customer service, and innovation throughout the department.

What We're Looking For:

- A positive and engaging leader who enjoys developing and supporting staff.
- A strategic thinker who can successfully balance long-range planning with day-to-day operations.
- A recreation professional with experience managing programs, personnel, budgets, and community partnerships.
- A collaborative leader who values exceptional customer service and community engagement.
- A proactive problem solver who embraces innovation and continuous improvement.
- An effective communicator who builds strong relationships within the organization and throughout the community.

Qualifications:

Education

Bachelor's degree in Recreation, Sports Management, Business Administration, or a related field required.

Experience

Minimum of five (5) years of progressively responsible recreation programming experience, including supervisory and leadership responsibilities.

Demonstrated experience with:

- Recreation program development and evaluation
- Staff supervision and leadership
- Budget preparation and financial management
- Community engagement and partnership development
- Special event planning and management
- Strategic planning and organizational initiatives
- Customer service and public relations

Licensure

- Valid Illinois Driver's License required
- Ability to obtain CPR/AED and First Aid certification within 60 days of hire

Certifications and Professional Affiliations

- Certified Park and Recreation Professional (CPRP) preferred
- Participation in professional recreation organizations encouraged

In exchange for your time and talent, we offer a generous benefit package, including:

- Defined contribution medical insurance plan options
- Dental insurance plan
- Vision insurance plan
- District-paid life insurance and voluntary additional life insurance, spouse and dependent coverage
- Participation in IMRF (retirement, disability, and death benefits)
- Vacation days, personal days, sick leave, and paid holidays
- Sick bank leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Deferred compensation retirement plan option
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family memberships to our unique facilities
- Free/discounted District programs, merchandise, and concessions

- Educational assistance, tuition reimbursement, and professional development opportunities
- Professional organizational memberships
- Service Awards Program
- Employee social activities
- Wellness Incentive Program
- Credit Union

If you're ready to inspire your team, elevate recreation services, and help shape exceptional experiences for our community, we'd love to hear from you.

Apply Now: <https://dtpd.bamboohr.com/careers/226>

Closing Date: September 18, 2026. The application period may be extended through September 25, 2026, based on the number and qualifications of applicants.