



Executive Director

Dundee Township Park District

Contact Name: Laura Alvarado

Contact E-mail: lalvarado@dtprd.org

Contact Phone: 847-428-7131

Closing Date: 2026-10-08

Salary: \$175,000-\$225,000 DOQ

Description:

Leadership Opportunity

The Dundee Township Park District Board of Commissioners is seeking a visionary, collaborative, and community-focused leader to serve as its next Executive Director. This is an exceptional opportunity to lead a thriving park and recreation agency dedicated to enhancing quality of life through outstanding parks, facilities, programs, and services.

The Executive Director serves as the chief administrative and executive officer of the District and is responsible for providing strategic leadership, organizational direction, financial stewardship, and operational oversight while advancing the District's mission, vision, and values. The Director is responsible for directing all operations of the District in accordance with the policies and directives established by the Board of Commissioners.

The Executive Director serves under an employment agreement approved by the Board of Commissioners and is considered a full-time, exempt employee of the District.

About Dundee Township Park District

Dundee Township Park District serves approximately 64,000 residents throughout a diverse, multi-community area in Kane County, Illinois. The District operates more than 40 parks and facilities, including recreation and fitness centers, aquatic facilities, two golf courses, an Adult Activities Center, and the beloved Randall Oaks Zoo.

Mission

We are dedicated to enhancing the quality of life through exceptional parks, facilities, and community-driven programming.

Vision

We aspire to exceed the needs of our community by pursuing excellence.

Values

- Accountability
- Communication
- Connected to Community
- Integrity
- Team Oriented

Compensation & Benefits

The Dundee Township Park District offers a competitive hiring range of **\$175,000-\$225,000** and a

comprehensive executive benefits package designed to support your health, financial security, professional growth, and work-life balance.

- Illinois Municipal Retirement Fund (IMRF)
- Vehicle or vehicle allowance
- Mobile phone or phone allowance
- Comprehensive PDRMA medical insurance plans
- Dental and vision coverage options
- Employee Assistance Program (EAP)
- Employer-paid life insurance
- Short-term and long-term disability coverage
- Four weeks of vacation

Professional Growth

- IPRA and NRPA conferences
- Leadership development opportunities
- Advanced degree programs
- Continuing education and professional development opportunities

Qualifications

Experience

- Minimum of five (5) years of experience as an Executive Director within a park district or parks and recreation agency.

Education

- Bachelor's or Master's degree in Parks and Recreation, Public Administration, or a related field.

Certifications

- NRPA Certified Park and Recreation Professional (CPRP) or Certified Park and Recreation Executive (CPRE).
- Valid driver's license.

Additional Qualifications

- Excellent organizational skills with the ability to demonstrate high-level performance.
- Knowledge of fiscal procedures and budgetary planning.
- Ability to establish and maintain effective working relationships with subordinates, coworkers, county officials, public and private organizations, community groups, and the public.
- Knowledge of effective personnel management and the ability to lead and develop staff.
- Extensive knowledge of current parks and recreation practices and trends.
- Ability to design and implement long-term strategic plans related to parks, recreation, programming, community outreach, and communications.
- Expert knowledge of laws and regulations affecting park districts and the ability to interpret and apply them.
- Strong written and verbal communication skills.
- Computer proficiency and understanding of business applications.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively with the public, media, Board of Commissioners, and staff.
- Ability to evaluate the District's programs and operations.
- Successful completion of a criminal background check and drug/alcohol screening.

Ready to Make an Impact?

If you are a visionary leader with a passion for parks, recreation, and community service, we invite you to apply for this exciting opportunity to lead the Dundee Township Park District into its next

chapter of excellence.

Apply Here: <https://dtpd.bamboohr.com/careers/227>

View the Full Executive Director Job Packet:
Executive Director Job Packet (PDF)