



Superintendent of Recreation

Foss Park District

Contact Name: David Haqq
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Closing Date:
Salary: \$75,733 to \$127,150

Description:

Title: Superintendent of Recreation
Agency: Foss Park District
Reports To: Executive Director
Position Type: Full-Time (IMRF Qualified)
Salary Range: \$75,733 – \$127,150

Job Summary

The Foss Park District is seeking an innovative and community-minded **Superintendent of Recreation** to lead our recreation department, athletic programming, and facilities. This leadership role is responsible for the overall strategic planning, development, implementation, and evaluation of diverse recreational services and athletic programs tailored to the needs of our community. Additionally, this position oversees the day-to-day operations and general maintenance of core facilities, including the Community Recreation Center, to ensure spaces are safe, welcoming, and operating with excellence.

Essential Job Functions

Departmental Leadership & Team Management

- Provide positive leadership, direction, and coaching to full-time, part-time, and volunteer recreation personnel.
- Foster a high-spirited, innovative, and collaborative team-based environment.
- Handle personnel management, including hiring, scheduling work hours, training, and conducting performance evaluations.
- Implement and enforce work rules and disciplinary procedures fairly according to established personnel policy.

Program & Community Development

- Plan, develop, and supervise comprehensive athletic programs and recreation activities, including arts, music, camping, social recreation, and special events.
- Track community trends and introduce new, innovative program offerings to meet evolving resident needs.

- Establish and nurture a positive public image, attending relevant community meetings and building strategic partnerships with school officials and local organizations.
- Coordinate the marketing, promotional campaigns, and seasonal brochures to effectively communicate program offerings to the public.

Facility Operations & Safety

- Direct the administrative, operational, and custodial functions of the Community Recreation Center and other assigned park facilities.
- Conduct regular safety inspections of facilities and vehicles to minimize risks and ensure strict policy compliance.
- Coordinate routine and major facility maintenance projects in cooperation with the parks maintenance department.
- Resolve patron grievances efficiently and address public concerns regarding facility rules and regulations.

Financial & Administrative Operations

- Prepare, administer, and monitor annual operational budgets for recreation programs and assigned facilities.
- Manage financial administrative processes, including checking purchase orders, tracking cash flow estimates, and driving revenue growth.
- Maintain careful tracking systems for records, inventory controls, time card approvals, and departmental reports.
- Assist the Executive Director in compiling information for the district's annual report, capital budgets, and long-term planning.
- Attend monthly Board of Commissioners meetings and designated management team sessions.

Requirements & Qualifications

- **Education:** Bachelor's Degree in Parks and Recreation Administration, Leisure Services, or a closely related field.
- **Experience:** Minimum of 2 to 5 years of progressive management experience encompassing both recreational programming and facility management.
- **Licenses/Certifications:** Valid Illinois Driver's License required. Certified Park and Recreation Professional (CPRP) or CPR/AED certifications are preferred.
- **Skills:** Strong capabilities in financial budgeting, written/verbal communications, conflict resolution, and collaborative problem-solving.
- **Physical & Environmental Demands:** Must possess the physical agility to conduct on-site field visitations, safely handle standard tools, and adapt to flexible working schedules including some evenings or weekend community events.

To Apply:

Please submit your resume and application directly via email to David Haqq at dhaqq@fosspark-district.org.

Foss Park District is an Equal Opportunity Employer.