Director of Recreation and Facilities

Lemont Park District

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Closing Date: 2026-11-23
Salary: $93,146 - $114,315

Description:
Job Summary:

The Director of Recreation and Facilities is responsible for the strategic leadership, development, and oversight of all recreational programs, facility operations, and related services within the Lemont Park District. This position directly supervises the Recreation Facility Manager, Fitness Operations Manager, Aquatics Manager, Program Managers (Recreation), and Recreation Staff to ensure high-quality, diverse, and inclusive recreational offerings that meet the needs of the community. The Director collaborates closely with the Executive Director to drive innovation, support special events, and oversee long-term planning initiatives, including district growth and intergovernmental partnerships. Key responsibilities include program development, budget management, financial planning, staff supervision, and the promotion of recreation and facility-based services. The Director works cross-departmentally to ensure cohesive service delivery, operational excellence, and a positive experience for all park district participants and visitors.

Essential Job Functions and Responsibilities:

- Provide strategic leadership, direct supervision, and professional development support to full-time department staff responsible for recreation operations, facilities, programs, and services, ensuring high performance, quality service delivery, and alignment with District values and community needs.
- Oversee the planning, promotion, organization, and execution of a comprehensive portfolio of recreational programs and services for youth, teens, adults, and seniors, adapting offerings based on community feedback and participation trends.
- Lead the implementation and progress tracking of goals outlined in the District's Strategic Plan, Recreation Master Plan, and Annual Work Plan, ensuring alignment with the Park District's mission.
- Develop, evaluate, and maintain accurate records, performance metrics, and reports for programs and facilities; establish and monitor processes for registration, participation feedback, and data-driven decision making.
- Ensure all educational programming complies with applicable state, local, and industry standards, promoting safety, inclusivity, and excellence in program delivery.

- Spearhead the development of new programs and initiatives, prepare content for seasonal brochures, and establish fiscally responsible budgets that support operational efficiency and community enrichment.
- Maximize revenue opportunities through innovative program design, targeted marketing efforts, and pricing strategies that drive high participation while maintaining affordability.
- Maintain up-to-date and user-friendly program and facility information on the Park District's website and digital platforms, ensuring timely and accessible communication with the public.
- Comply with and enforce all Park District policies and procedures; regularly review and recommend updates to policies that improve department operations and customer service delivery.
- Prepare annual budgets and goals for all departments within scope of responsibility. Review assigned departments financial reports, monitor revenue and expenditures on an ongoing basis, advising the departments of necessary modifications to stay within budgetary restrictions.
- Monitor performance and complete evaluations for designated staff annually. Recommend salary increases for direct reports and department employees. Take appropriate disciplinary action when needed.
- Responsible for the operations of the District in the absence of the Executive Director.
- Assist Executive Director with the District Strategic Goals; drafting, creating and implementing.
- Attend Board meetings, professional conferences, and workshops.
- Perform other duties as assigned.

Job Qualifications:

- Bachelor's degree from a college or university in the field of recreation, sports management, or a closely related field is desired, or an equivalent educational experience.
- Minimum of ten years of experience in the field, with at least five years of responsibility as a department head in Parks and Recreation preferred.
- CPRE (Certified Park and Recreation Executive) and/or CPRP (Certified Park and Recreation Professional) Certifications, CPO (Certified Pool Operator), AFO (Aquatic Facility Operator) or ability to obtain.
- Managerial Experience overseeing Full-Time and Part-Time staff.
- Knowledge of the philosophy, mission, leadership needs, and planning requirements of the organization preferred.
- Advanced computer skills in Microsoft Office applications and design applications along with desktop publishing, WordPress/website software.
- Valid Illinois driver's license.
- CPR/AED/First Aid certified within 90 days of hire.

Work Environment:

Work takes place in a typical office environment. On occasion, employee may be required to perform work outdoors in inclement weather. Must be able to travel locally to different park district sites and to attend work-related meetings, conferences, and events.

Benefits Offered: In exchange for your time and talent, we offer a generous benefit package.

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance (basic & voluntary)
- EAP Employee Assistance Program

- Pension Defined Benefit Plan (IMRF)
- 457 Defined Contribution Plan
- Vacation and Sick Time (as defined in our Policy Manual)
- Paid Holidays (as defined in our Policy Manual)
- Tuition Reimbursement
- Facility Discounts & Usage Benefits

Visit our website to apply through Monday, November 23, 2026

https://www.lemontparkdistrict.org/about/employment/