



Superintendent of Recreation

Prospect Heights Park District

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Closing Date: 2022-02-14
Salary: \$72,000 - \$85,000 DOQ

Description:

The Prospect Heights Park District serves over 15,000 residents mostly from the City of Prospect Heights, a small portion of the Villages of Mount Prospect, Arlington Heights and Wheeling. The agency's operating budget is over \$5 million which includes a recreation center with gymnasium & fitness room, in addition to an outdoor swimming pool, 18-hole golf course, banquet facility, 4-mile bike path, 14 park sites with tennis courts, ball fields, etc. over 71 acres of land. The agency employs 20 full time, 25 part time and about 134 seasonal employees. The successful candidate will be responsible for the overall administration and management of the recreation department.

POSITION:

The Superintendent of Recreation is responsible and accountable for the operation of the Recreation Department, and to plan, promote, organize and implement a comprehensive recreation program addressing the passive and active recreational needs of the Prospect Heights Park District's residents. This is a full-time exempt position, working at least 40 hours per average work week. The benefit package includes: medical, dental, vision and life insurance (basic and voluntary); IMRF pension plan; short and long-term disability; 457(b) deferred compensation plan; AFLAC; wellness programs and incentives; paid holidays and time off; paid professional development opportunities and memberships; cell phone reimbursement; facility and program usage.

QUALIFICATIONS:

- Bachelor's Degree in Parks and Recreation or closely related field
- Five years of progressively responsible experience in recreation operations or similar field, at least three (3) of which was in a supervisory role
- Valid Illinois Class D driver's license and good driving record are required
- CPR/AED Certification required within 30 days of hire date
- Preferred Certified Park and Recreation Professional (CPRP)
- Preferred proficiency in Microsoft Office, RecTrac and Incode

RESPONSIBILITIES:

Essential duties include to provide direction to staff through coaching, directing, supervising and evaluating their performance. Facilitate the administration, management, supervision, planning and

operation of the District's programming personnel. Manage and supervise assigned operations to achieve goals within available resources. Plan and organize workloads and personnel assignments. Select, hire, train, motivate and evaluate assigned personnel. Review personnel progress and direct changes as needed. Review program areas, implement changes or new programs as needed to meet current recreational needs of the community. Assure that assigned areas of responsibility are performed within budget; monitor revenues and expenditures in assigned area to assure sound fiscal control; assure effective and efficient use of budgeted funds, personnel, materials and time. Develop and manage all fiscal responsibilities and performance for the department including planning, budgeting, forecasting, monitoring and corrective management. Assist in planning, coordinating and implementing programs and special projects. Provide leadership and direction in the development of short- and long-range plans; gather, interpret, and prepare data for studies, reports and recommendations; coordinate department activities with other departments and agencies as needed. Establish and maintain cooperative planning and working agreements/relationships with local community organizations, governmental agencies and youth sports organizations. Maximize the effective use of facilities for programs and activities. Monitor the scheduling and reserving of athletic fields, picnic shelters, room rentals, etc. Support the citizen-led Prospect Heights Parks Foundation 501 (c) (3). Work closely with the Executive Director and other department heads and their departments. A complete job description is available upon request.

ATTRIBUTES:

We are seeking a dedicated and effective manager who possesses strong organizational, written & oral skills.

APPLY FOR POSITION:

Please visit <https://phparks.org/employment/> to submit a resume and cover letter. Questions should be directed to Edlyn Castil, Administrative Services Manager, at 847.394.2848 or ecastil@phparks.org