



Assistant Superintendent of Recreation

Lisle Park District

Contact Name: Jon Pratscher

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$75,000-90,000 DOQ

Description:

The Assistant Superintendent of Recreation plans, promotes, organizes, and administers public recreation services for the entire community. The Assistant Superintendent of Recreation oversees programming within the areas of early childhood, youth, and adults. This includes preschool and early childhood services, seasonal camps, before/after school care, fitness, special events, athletics, aquatics, and cultural arts. The Assistant Superintendent of Recreation also supervises registration, customer service, and rentals/parties. This position is responsible for the leadership and supervision of all full and part-time staff who perform services in connection with these areas. The position requires the use of foresight and judgment to plan, implement, direct, and evaluate policies and procedures in areas of responsibility.

Major responsibilities include the following. Other responsibilities may be assigned.

1. Administers the planning, development, and implementation of all recreational programming.
2. Oversees recreation programming staff to ensure consistency and efficiency in delivering services and interacting with the public.
3. Assists the Superintendent with oversight and administration of Sea Lion Aquatic Park operations.
4. Prepares an annual budget including fee recommendations for areas of responsibility.
5. Supervises the expenditure of funds once approved by the Board of Park Commissioners.
6. Reviews policies ordinances and recommends changes or additions.
7. Responsible for delivering on goals and initiatives set forth in the District's Strategic Master Plan, annual work plan, and facility specific business plans.
8. Coordinates work and requests of the recreation department with other departments to ensure a harmonious working relationship. Maintains positive relationships with staff and volunteers.
9. Studies and evaluates the recreational needs of the community through the use of surveys, patron evaluations, focus groups and research of recreational trends.
10. Works with administration to evaluate staffing and volunteer requirements. Develops recruitment strategies. Hires, trains, manages, and evaluates subordinate employees in accordance with Lisle Park District Employee Handbook.
11. Promotes relationships with organizations and businesses that promote the goals of the park district and its recreational facilities, programs, and special events.
12. Recommends sources of alternative revenues through sponsorships, grants, collaborative relationships with other community groups, and vendors.

13. Prepares, submits, and oversees an annual budget plan for all areas of responsibility.
14. Monitors revenue and expenses of facilities in addition to making long-range recommendations for capital expenditures and adhering to cost recovery standards.
15. Conducts employee training in the areas of recreation programming, policy, and procedure development.
16. Works with Marketing to develop and implement a marketing strategy for all recreation programs.

Qualifications:

- Requires expertise typically acquired through completion of a bachelor's degree in parks and recreation with an emphasis in park district management, or related experience.
- A minimum of five years progressive, park district work-related experience required, including management of full-time personnel.
- Experience overseeing aquatics facility operations is highly preferred.
- Proficient in Microsoft Word, Excel and Outlook.
- Excellent verbal and written communication skills
- Certified Park and Recreation Professional preferred (or ability to obtain)
- First Aid, CPR and AED Certification (or ability to obtain)

Benefits we offer:

Medical Coverage- PPO or HMO & Prescription Coverage

Dental Insurance

Vision Insurance

Life Insurance (basic & voluntary)

Short- and Long-Term Disability (IMRF)

Pension / Defined Benefit Plan (IMRF)

Flexible Spending Accounts

Paid Holidays, Personal Days, Vacation, Sick Time

Tuition Reimbursement

Professional Membership Dues

Park District Facility Discounts and Usage Benefits

May require working some nights and weekends as needed for special events.

Pay is based off previous experience.

Please apply online at www.lisleparkdistrict.org/jobs