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OPEN POSITION

Job Title:	**Superintendent of Recreation.**
Department:	Recreation.
Reports To:	Executive Director.
Classification:	Full-Time / Salary Exempt / Managerial.
Availability:	Open availability, including evenings and weekends as required.
Compensation:	$58,000.00 to $63,000.00 USD per year. (based on experience and qualifications)
Posting Date:	10-17-2025.
Closing Date:	11-14-2025, or until the position is filled.
Target Start:	12-15-2025, or later.

Summary

The Superintendent of Recreation plans, promotes, organizes, and directs an ongoing comprehensive recreation program for youth, teens, adults, senior citizens and the entire community. The superintendent develops short- and long-range plans as part of a comprehensive recreation program strategy. This position has a high degree of independence to supervise and direct the activities of subordinates performing recreation and programming tasks. This position also coordinates with other departments/divisions, citizen groups, and outside agencies in the development of recreational programs and events.

Essential Duties and Responsibilities

- Provides leadership and direction in the development of short- and long-range plans; gathers, interprets, and prepares data for studies, reports and recommendations; and coordinates department activities with other departments and agencies as needed.
- Participates in the development and implementation of goals, objectives, policies, and priorities; and recommends and implements resulting policies and procedures.
- Plans, organizes, coordinates and directs the planning, development and implementation of recreational, cultural, athletic, special events and youth programs.
- Understands recreational activities applicable to a demographically and culturally diverse community.
- Plans and coordinates multiple projects simultaneously.
- Manages and monitors budgets.
- Evaluates effectiveness of recreation areas, facilities, and services.
- Directs the operations of all Park District recreational facilities.
- Identifies opportunities for improving service delivery methods and procedures; identifies resource needs; reviews with appropriate management staff; and implements improvements.

- Directs, supervises, evaluates, and schedules assigned personnel and supervisory staff within recreation department.
- Selects, supervises, trains, motivates, and evaluates direct reports and other subordinates.
- Participates in the development and administration of the Recreation Department's annual budget; forecasts funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; and recommends adjustments as necessary.
- Must be able to drive a motor vehicle to transport patrons and participants of all ages, and to monitor recreational programs and activities.
- Works with the South Suburban Special Recreation Association to facilitate the integration of persons with disabilities into agency recreational programs.
- Oversees the development of program brochures, website, and various promotional materials for all programs and events as needed.
- Performs public relations functions between the Park District, the community, and various civic agencies and groups.
- Attends and participates in professional group meetings; stays abreast of new trends and innovations in the field of recreation.
- Responds to and resolves patron inquiries and complaints.
- Other duties as assigned.

Safety and Risk Management

- Acts quickly and calmly in emergency situations.
- Maintains a working knowledge of all general agency and department-specific safety rules.
- Addresses unsafe employee and supervisor behaviors by approaching, correcting and coaching.
- Enforces safety disciplinary policies and procedures.
- Provides material-handling equipment or staff assistance when lifting and or moving objects fifty (**50) lbs. or heavier** as necessary.
- Provides a department-specific safety orientation for all new employees that includes job instruction, safety and ergonomic training.
- Holds employees and supervisors accountable for promptly reporting work-related property damage or patron injuries.
- Completes incident/accident report forms and promptly forwards them to the Park District's Safety Coordinator.
- Attends safety program and in-service education meetings.

Supervisory Responsibilities

Manages subordinate managers, supervisors, and staff to carry out the overall Park District mission direction and implementation of a comprehensive community recreation program. Carries out supervisory responsibilities in accordance with the Park District's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, scheduling work hours, assigning and directing work; appraising performance; rewarding and disciplining employees; and addressing complaints and resolving problems.

Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

- Safety and Security – Use good safety awareness, judgment and follow policies; report potentially unsafe conditions; use equipment, following manufacturer safety instructions; and follow agency ergonomic policies and procedures.
- Attendance/Punctuality – Demonstrate consistent attendance and on-time arrival.
- Dependability – Follow instructions and respond to management direction; take responsibility for own actions; keep commitments; and complete tasks on time or notifies appropriate person.
- Planning/Organizing – Prioritize and plan work activities and use time efficiently.

- Judgment – Exhibit sound and appropriate judgment; support and explain reasoning for decisions; include appropriate people in decision-making process; and make timely decisions.
- Professionalism – Approach others in a tactful manner; react well under pressure; treat others with respect and consideration; accept responsibility for own actions; and follow through on commitments.
- Problem Solving – Identify and resolve problems in a timely manner; gather and analyze information skillfully; develop alternative solutions; work well in group problem-solving situations; and use reason even when dealing with emotional topics.
- Customer Service – Manage difficult or emotional customer situations; respond promptly to customer needs; solicit customer feedback to improve service; respond to requests for service and assistance; and meet commitments.
- Interpersonal Skills – Focus on solving conflict, not blaming; listen to others without interrupting; keep emotions under control; and remain open to others' ideas and try new things. Must be able to deal with people and patrons under stressful situations.
- Teamwork – Promote and support work teams; put success of team above own interests; and support everyone's efforts to succeed.
- Verbal Communication – Listen and get clarification; and respond well to questions.
- Organizational Support – Follow policies and procedures.

Qualifications
To perform this job successfully, an individual must be at least twenty-one (21) years of age and must be able to perform each essential duty satisfactorily. The requirements are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Work Experience
Bachelor's Degree in Leisure Services, Recreation, or related field supplemented by seven (7) years progressively responsible post-graduate experience in the administrative aspects of general public recreation programs; or an equivalent combination of education and/or prior work experience.

Language Skills
Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures or governmental regulations. Ability to write reports, business correspondences and procedure manuals. Ability to present information effectively and respond to questions from groups of managers, clients, customers and the general public.

Mathematical Skills
Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

Reasoning Ability
Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

Computer Skills
To perform this job successfully, an individual should have knowledge of database software; computer; order processing systems; project management software; spreadsheet software; and word processing software.

Certificates, Licenses, Registrations

Professional Certification (CPRP) by the National Recreation and Park Association, or the ability to obtain certification within a time period specified by the Executive Director.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to use hands to finger, handle, or feel. The employee is occasionally required to stand; walk and reach with hands and arms. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions.

Retirement & Financial Benefits

- Participation in the Park District's pension plan. Illinois Municipal Retirement Fund (IMRF).
- Paid holiday leave (typically 18-19 days per year).
- Paid personal leave (40 hours per year).
- Paid sick leave (12 days per year).
- Paid vacation leave.
    - Pro-rated during 1st year.
    - Up to 5 days beginning 2nd year.
    - Increasing with service.
- Paid compensatory leave (up to 40 hours per year).
- Flexible work schedule, hybrid and adjusted work hours (depending on operational needs).
- Park District-issued cell phone for operational needs.
- Mileage reimbursement for Park District-related travel.
- Use of Park District programs and facilities; including free fitness center membership + one (1) additional person.
- Discounts on Park District programs and rentals, including up to two (2) free indoor facility rentals per year.

Health & Wellness Benefits

- Medical insurance (PPO).
- Dental insurance.
- Life insurance.
- Vision insurance.
- Employee Assistance Program (EAP).
- Short and long-term disability insurance.
- Free fitness center membership + one (1) additional person.

Work Schedule & Flexibility

- Flexible scheduling options (especially to accommodate evening and weekend events).
- Hybrid or adjusted work hours (depending on operational needs).

Professional Development

- Professional memberships, including but not limited to the following:
    - Illinois Association of Park Districts (IAPD).
    - Illinois Parks & Recreation Association (IPRA).
    - National Recreation & Parks Association (NRPA).
    - South Suburban Parks & Recreation Professionals Association (SSPRPA).
- Conference attendance (state and national).
- Paid or reimbursement for certifications & trainings (typically provided by one of the above memberships or through Park District Risk Management Agency {PDRMA}).

To Apply

- Submit an updated resume in PDF format via email to Chris Cole, Executive Director, at ccole@hazelcrestparks.org, by on or before the closing date.
    - Please note in the subject line: “Superintendent of Recreation application”.