



JOB NOTICE

Superintendent of Recreation

Pay Range \$80,000-\$85,000

The Lan-Oak Park District is looking for a dynamic, creative recreation professional that wishes to jump up to the next level or extend their current leadership abilities in a diverse and motivated park district in the Lansing, Illinois community. The Superintendent will direct a recreation staff including two full-time recreation supervisors, an educational preschool staff, and multiple contractors all offering a fun and varied recreation program line up. The superintendent is responsible for planning, budgeting, organizing and management of the district's seasonal recreation programming. This position has a high degree of independence to supervise and direct the activities of subordinates performing recreation programming and administrative tasks

Qualifications:

Bachelor's Degree in parks and recreation or a related field; a minimum of seven years progressive experience in recreation programming; a valid drivers license; a successful criminal background check; experience in preschool education and DCFS preschool guidelines preferred; effective and friendly interpersonal, verbal, and written skills; experience in supervising others; commitment to public service and bettering the community.

Salary/Benefits:

The salary range is \$80,00-\$85,000 plus an excellent benefits package including medical insurance, generous vacation and PTO, life insurance, IMRF retirement, cell phone allowance, and fitness membership.

Essential Duties and Responsibilities: Work cooperatively with the Senior Superintendent and Superintendent of Parks, prepare an annual report identifying the needs of the recreation department along with department budget requirements, approve all expenditures of the recreation department adhering to the budget provided; provide a staff team environment with open communication and prioritizing effective, and productive function; create and provide in-service trainings for recreation personnel; supervise public promotion of recreation programs through brochures, flyers, newsletter, social media, and signage; build and maintain a volunteer program; oversee and manage the district Youth Scholarship Fund and Corporate Sponsorship program; recruit, interview and select required staff for the recreation department; identify recreation capital projects; supervise community center room rental program.

Environment:

Lan-Oak Park District serves the community of Lansing, IL, with a population of 28,000. The park district offers 18 parks, a 3.25-mile bike path, multiple athletic fields and courts, and a 60,000 square foot community center with a two-court gymnasium, gymnastics gym, full-service fitness center, 25-yard indoor pool, educational preschool, and multiple program rooms. Administrative and recreation offices are housed in the community center.

Application:

Apply by sending a resume to: sdesjardins@lanoakparkdistrict.org

Application Deadline:

Applications are being accepted until the position is filled.

We are an Equal Opportunity Employer seeking a talented and diverse workforce.

Lan-Oak Park District Contact

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Closing Date Open Until Filled