COUNTRY CLUB HILLS
Est. 1958
The Crossroads of Opportunity

JOB POSTING

The City of Country Cub Hills is now accepting applications for the following FULL-TIME position vacancy:

DIRECTOR of PARKS & RECREATION

Position Summary: The Director of Parks & Recreation is responsible for overseeing recreation and leisure programs for Country Club Hills residents, with a focus on senior activities, budget management, staff supervision, program development, and coordination of multiple divisions.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Supervise staff responsible for teaching, coaching, and leading recreation and leisure activities.
- Has oversight of the facility, to include the upkeep and maintenance of parks and buildings, i.e., grounds, electrical, structural, and technical
- Prepare and manage the department budget, i.e., invoices and accounts payable
- Manage personnel issues, i.e., scheduling, performance evaluations, and progressive discipline matters
- Responsible for ordering and inventory of all equipment, supplies, and uniforms needed
- Serve as a liaison with neighboring school districts and park districts, network with community and advisory groups to determine recreation and leisure needs, interests, and areas for improvement
- Coordinate and oversee athletic and recreation programs/activities at the Community Recreation Center (CRC), including basketball, baseball, gymnastics, and other organized sports
- Coordinate and oversee leisure and cultural program activities, including table games, preschool classes, seasonal theme parties, as well as music, drama, and arts and crafts instruction
- Plan, promote, and oversee onsite Park District summer camp programs/activities
- Coordinate and oversee staff responsible for maintenance as well as general safety at park locations, develop and enforce rules for the protection of staff and patrons at park facility, initiate work order requests and emergency repairs at park facility and other assigned locations
- Maintain inventory of equipment and supplies at assigned facility
- Maintain a variety of records covering course registration, fees collected, timekeeping/payroll, incidents, and other routine reports

- Coordinate and oversee the recruitment, screening, and training of volunteers that will assist in various programs/activities
- Schedule and coordinate use of the facility by community groups.
- Network with community and advisory groups to determine recreation and leisure needs, interests, and areas for improvement.
- Performs other duties as assigned

Required Skills/Abilities:

- Knowledge of athletics, leisure, and recreational theories and principles
- Proficient in Microsoft Office Suite
- Excellent verbal, written, and interpersonal skills
- Strong supervisory, organization, and time management skills
- Ability to network and maintain working relationships with community leaders
- Must be able to work after hours or weekends (as needed)

Required Minimum Qualifications
Education and Experience:

- Bachelor's Degree in Physical Education, Recreation, Leisure Studies, Social Services, Education, Special Education, Child Development, or related fields from an accredited college or university, or (8) eight years of any equivalent combination of education, training, and/or experience
- Minimum requirement of (6) six years of progressively responsible experience in Parks and Recreation management
- Minimum of (5) five years of supervisory experience

Physical Requirements:

- To successfully perform the essential functions of the job, the employee must be able to stand, walk, see, hear, use hands, fingers to feel, grasp, handle, and operate objects or controls
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job

Work Environment:

- While performing the duties of this job, the environment is often faced-paced during peak seasons (e.g., summer events or sports leagues)
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job

Salary Range: $65,000-$80,000 annually (based on experience)

Benefits Offered: Insurance-Medical, Vision and Dental

Retirement Plans-IMRF and 457 Deferred Compensation Plans

Paid Time Off-Vacation, Sick, Personal, and Paid Holidays

Additional Benefits-Life Insurance and Short Term Disability

If you are interested, please email an application and resume to Human Resources at resumes@countryclubhills.org. Applications are available on the City's website at www.countryclubhills.org. The City of Country Club Hills is an Equal Opportunity Employer EOE M/F/D/V/SO