

HOFFMAN ESTATES PARK DISTRICT
JOB DESCRIPTION
Director of Recreation
JOB CLASSIFICATION: II – Exempt
Grade 7

Function

The Director of Recreation is responsible for planning, implementing, and managing the district's recreation programs, services, and facilities including Triphahn Center, Willow Recreation Center, Seascape Aquatic Center, Vogelei Barn, Senior Center and Community Outreach.

Supervision Received

Work is performed under the direction and supervision of the Executive Director of Hoffman Estates Park District.

Supervision Exercised

The Director is responsible for supervising (3) the Superintendent of Recreation, the Superintendent of Facilities and Athletics, and the Superintendent of Recreation overseeing Adults, Seniors, Community Outreach, and Dance. Indirect supervision includes all the division's full-time, part-time, and seasonal staff.

Essential Functions/Responsibilities

A. General Administration

1. Develop and implement division goals and objectives.
2. Attend professional and educational training and remain informed on current trends and issues in related responsibilities.
3. Prepare and present written and oral reports on division and district-wide activities, projects, and facilities.
4. Formulate and implement division procedures.
5. Analyze recreational trends and share results with staff.
7. Perform all other duties as assigned by the Executive Director.

B. Budget/Finance

1. Develop annual department/division budget and yearend projections as outlined in the annual budget calendar. Communicate budgetary requests as needed and educate direct reports on the approved annual budget. Continuously monitor budget performance throughout the year, adjusting for unexpected expenses or fluctuations in revenue as appropriate.

2. Prepare and implement the recreation fund budget within adopted guidelines.
3. Oversee expenditures for the Recreation Department.
4. Research, analyze, review, recommend, and interpret facility and program fees and policies.
5. Monitor, review, and act on relevant financial reports.
6. Supervise the purchase of supplies and services as required and within adopted guidelines.
7. Create, implement, and evaluate business marketing plans for each area of operation within the recreation division.

C. *Community Relations*

1. Serves as a member and/ or facilitator of resident advisory committees, Board-appointed committees, and public meetings.

D. *Personnel Management*

1. Responsible for recruitment, selection, training, supervision, and evaluation of recreation and facilities division staff and approve and sign off on bi-weekly payroll.
2. Conduct appropriate orientation and training programs for division staff.
3. Maintain accurate payroll and personnel records for division staff.
4. Develop annual performance objectives for division staff.
5. Responsible for creating and maintaining an on-call schedule 24/7/365 within the division to ensure that a management-level employee within the division is always on call.

E. *Program/Facility Management*

1. Develop and promote a broad, diversified program of recreational activities and services for the community.
2. Oversee program development and promote division facilities to achieve maximum usage.
3. Evaluate and interpret the effectiveness of all recreational programs, facilities, and services.
4. Assist in the development of district-wide leisure service and facility improvements.
5. Conduct community-wide need assessments and surveys

F. *Safety*

1. Support, and promote safety, and risk management policies and procedures as approved by the District Board of Commissioners and/or the Executive Director.
2. Ensure that all supervisory, full-time, part-time, or seasonal personnel are provided with necessary documentation regarding safety, and risk management training and policies of the District.
3. Periodically require reports and summarization of incidents, statistics, and/or advancements in the areas of safety, and risk management to enhance the District policies.

G. Professional

1. Maintain membership in significant professional organizations, and participate in workshops, conferences, seminars, and programs designed to promote professional development.

Marginal Functions/Responsibilities

1. Travel to various locations to observe the operation of programs, facilities, and services.
2. Communicate with residents, employees, and vendors via telephone and email.
3. Use a computer keyboard to develop plans, reports, and correspondence.

Psychological Considerations

1. Must be able to handle questions, complaints and concerns from the public in a professional manner.
2. Must be able to work with coworkers.
3. Must be able to handle crisis situations.
4. Must be able to respond to deadlines.

Physiological Considerations

1. Must be able to spend up to 30% of working hours working on a computer.
2. Must be able to drive to required meetings and workshops as well as to remote district facilities.
3. Must be able to spend extended time working at a desk and/or handling telephone calls.
4. Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

Environmental Considerations

1. Will perform responsibilities indoors and outdoors.
2. Indoor considerations include lighting and temperature.
3. Outdoor considerations include sun, inclement weather and temperature fluctuations.

Cognitive Considerations

1. Must be able to follow directions given by the Executive Director and complete responsibilities as described.
2. Must exhibit good analytical skills and problem-solving ability in completing responsibilities.
3. Must use good judgment.

Requirements

1. Ability to lead people and get results through others.
2. Capacity to multitask, organize, and maintain attention to detail. The ability to

- prioritize and handle a variety of different tasks at the same time.
3. Excellent interpersonal skills and the ability to work effectively with community partners.
 4. Working knowledge of basic computer software.
 5. Current Certified Park & Recreation Professional (CPRP) or Certified Park & Recreation Executive (CPRE).
 6. Skill in oral and written communication.
 7. Knowledge of budget and fiscal accountability.
 8. Ability to identify and interpret community needs, demographics, economic structure, and interests.
 9. Ability to develop and maintain positive and effective working relationships.
 10. Ability to work with minimum supervision.
 11. Ability to produce accurate work on a timely basis.
 12. Possession of a valid Illinois driver's license.
 13. Ability to operate AED under stressful circumstances.
 14. CPR/First Aid certified.
 15. May requires regular attendance of applicable meetings, conferences, training, and events.

Experience

Minimum of (10) year's experience in the field of parks and recreation.

Minimum 15 years of full-time management and supervisory experience of full-time in parks and recreation. Bachelor's Degree required in Recreation, Park or Leisure Service, Business, Administration, or a related administrative field. Master's Degree preferred.