Assistant Superintendent of Recreation

Downers Grove Park District

Contact Name: Samantha Donovan
Contact E-mail: sdonovan@dgparks.org
Contact Phone: 630-960-4477
Closing Date:
Salary: $68,000

Description:

About Us

The Downers Grove Park District offers quality parks, facilities, and programs for people of all ages to enjoy and explore. With 48 parks, a recreation center, history museum, nature center, golf course, community center, and more, there's something for everyone. Learn more at dgparks.org.

The Role

We're looking for a collaborative, motivated, and forward-thinking leader to help guide recreation operations, with a strong focus on athletics, fitness, facility scheduling, and community events. In this role, you'll help translate the Recreation Department's vision into action by supporting staff, strengthening programs, and creating outstanding experiences for our community.

You'll provide day-to-day leadership for assigned recreation programs and initiatives, help oversee day-to-day program operations at the Cathy Mahoney Recreation Center (including program scheduling, space allocation/utilization, and staffing coverage), and partner across the District to deliver safe, welcoming, and well-run programs, rentals, and special events.

Pay & Benefits

Hiring Salary: $68,000

Status: Full-Time, Exempt (approximately 40 hours per week; evenings and weekends as needed to support programs and events)

We offer a competitive benefits package, including:

- Health, dental, and vision insurance
- Pension through the Illinois Municipal Retirement Fund (IMRF)
- 401(a) plan, life insurance, and disability coverage
- Paid time off (vacation, sick leave, and holidays)

- Credit for prior years of service with other employers toward vacation accrual
- Cell phone stipend
- Facility discounts and professional development opportunities
- Free 4500 Fitness Membership

What You'll Do

Program, Facility & Event Leadership

- Plan, coordinate, evaluate, and oversee recreation programming, services, rentals, field scheduling, and special events
- Oversee daily program operations of the Cathy Mahoney Recreation Center, including space usage analysis, program and rental scheduling, setup and takedown coordination, staffing coverage, and submission of work orders as needed
- Serve as lead staff support for Athletic and Recreation Center Committee events
- Partner with Parks and Facilities staff to help ensure fields, facilities, and amenities are set up, maintained, and safe for use

Leadership, Hiring & Staff Development

- Provide direct supervision, coaching, and support to full-time Recreation Supervisors
- Recruit, hire, train, mentor, and evaluate full-time and part-time recreation staff
- Set clear expectations and build a positive, accountable, service-focused team culture
- Support consistent, high-quality customer service practices across recreation operations

Strategy, Budget & Communication

- Evaluate community needs, program performance, and trends to identify new or enhanced athletic and fitness opportunities
- Prepare, manage, and monitor annual budgets; forecast needs; analyze variances; and take corrective action when needed
- Review and proof seasonal program guide content for accuracy and clarity
- Work with Marketing and Communications to promote programs, events, and initiatives
- Help ensure programs and operations follow safety guidelines, risk management practices, and customer service standards

Professional Standards

- Maintain regular, consistent, and predictable attendance (evenings and weekends may be required)
- Participate in special events and professional development opportunities

What We're Looking For

Experience & Knowledge

- At least four (4) years of full-time public sector recreation experience, including supervisory responsibility
- Experience supporting athletics and fitness programming and/or recreation center operations
- RecTrac experience preferred

Skills & Strengths

- Strong leadership, organization, and communication skills
- Customer-service mindset with the ability to collaborate across teams
- Proficient in Microsoft Office (Word, Excel, Outlook)
- RecTrac experience preferred
- Comfortable working in a fast-paced environment with changing priorities

Leadership Approach & Professional Attributes

- Demonstrated ability to coach, motivate, and develop staff while encouraging creativity, accountability, and continuous improvement
- Thoughtful and analytical leader who asks questions to understand, evaluates current practices, and seeks practical, effective solutions
- Proven collaborator who works effectively across departments to strengthen programs, operations, and customer experience
- Strong operational mindset with the ability to consider program delivery, space utilization, staffing needs, and overall facility flow
- Trusted, ethical, and confident leader who earns respect and maintains professionalism at all levels
- Visible and engaged leader who is present for programs, events, and staff, provides consistent support beyond their own direct responsibilities, and can work independently while making sound decisions and knowing when to seek clarification

Certifications & License

- CPR/AED and First Aid Certification required (Park District will provide)
- Certified Park and Recreation Professional (CPRP) preferred or willingness to obtain within one (1) year
- Valid Illinois Driver's License (or ability to obtain within three months if currently out-of-state)
- Certified Pool Operator (CPO) preferred or obtain within 6 months

Working Conditions
This is a hands-on leadership role that includes time in the field and in facilities. You should be comfortable with activity such as lifting, standing, walking, bending, and setting up program spaces, as well as traveling between Park District locations.

Equal Opportunity
The Downers Grove Park District is an Equal Opportunity Employer and is committed to a workplace where everyone is treated with respect.

How To Apply
Apply online at www.dgparks.org/careers-opportunities . Please include a resume and cover letter with your application.