



Superintendent of Recreation Services

Ridgeville Park District

Contact Name: Marlon Rodas

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Closing Date:

Salary: \$65,000-\$80,000

Description:

Inspire Community. Create Experiences. Shape What's Next.

Ridgeville Park District is seeking an innovative, collaborative and experienced leader to serve as our Superintendent of Recreation Services.

As a member of our leadership team, you'll lead a department built on years of dedicated service and strong community relationships. We're proud of this foundation, but we also believe the best organizations never stop evolving. We're looking for someone who brings fresh ideas, embraces thoughtful change and is excited to build the next generation of recreation opportunities for our residents.

Our leaders are encouraged to think differently, respectfully challenge the status quo, explore new ideas and develop programs that reflect the changing needs of our community. If you've ever wanted to help shape the direction of a recreation department, this is your opportunity.

What You'll Lead

You'll lead recreation programming, special events, garden programming and departmental operations. You'll evaluate existing programs, identify opportunities for growth, strengthen community partnerships and introduce new ideas that enhance the resident experience for years to come.

What Success Looks Like

The successful candidate will:

- Build meaningful relationships with staff, instructors, volunteers and community partners.
- Preserve what makes Ridgeville special while identifying opportunities to innovate and improve.
- Develop programs and events that respond to the evolving interests of our community.
- Foster a culture of accountability, creativity, collaboration and exceptional customer service.
- Lead with professionalism, integrity and a commitment to continuous improvement.
- Help shape the long-term vision for recreation services at Ridgeville Park District.

This is a unique opportunity for a leader who wants to do more than maintain programs—someone eager to help define what recreation can become.

POSITION SUMMARY

Reports To: Executive Director

The Superintendent of Recreation Services provides leadership for the Ridgeville Park District's recreation programs, camps, special events, community recreation initiatives, and assigned specialty services. Reporting directly to the Executive Director, this position is responsible for developing innovative programs, supervising staff, managing departmental budgets, fostering community partnerships, and delivering exceptional recreation experiences that enhance the quality of life for Ridgeville residents.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Department Leadership

- Lead the planning, implementation, evaluation, and continuous improvement of the district's recreation services.
- Provide leadership and recruit, hire, train, supervise, and evaluate full-time, recreation, part-time, seasonal, and volunteer staff.
- Foster a collaborative, innovative, and customer focused department culture.
- Establish departmental goals, priorities, and performance expectations.

Recreation Programming

- Provide leadership and oversight for assigned recreation programs, camps, special events, community recreation initiatives, garden and environmental education programs, and other assigned specialty services.
- Supervise assigned staff and support the successful planning, implementation, and evaluation of specialty programs.
- Collaborate with community organizations, volunteers, and district staff to expand recreation opportunities.
- Develop, implement, supervise, and evaluate year-round recreation programs serving all ages and interests.
- Assess community needs and participation trends to expand and improve recreation opportunities.
- Monitor program quality, customer satisfaction, and financial performance.
- Recommend new programs and operational improvements based on community feedback and data.

Camps & Youth Services

- Provide leadership for the District's camps and youth recreation programs.
- Ensure programs are safe, inclusive, engaging, and aligned with District standards.
- Coordinate seasonal staff recruitment, orientation, training, and supervision.

Special Events

- Plan, coordinate, and evaluate district festivals, community celebrations, and special events.
- Oversee event logistics, staffing, vendors, volunteers, permits, and risk management.
- Collaborate with community partners to enhance event offerings and participation.

Financial Management

- Develop, administer, and monitor departmental operating budgets.
- Recommend program fees and pricing strategies.
- Monitor revenues and expenditures to ensure fiscal responsibility.

Community Partnerships

- Develop and maintain collaborative relationships with schools, nonprofit organizations, community groups, local businesses, and governmental agencies.
- Represent the district at meetings, events, and collaborative initiatives that support the district's mission.

Marketing Collaboration

- Collaborate with the Marketing Department to support the effective promotion of recreation programs, camps, special events, and community initiatives.
- Provide timely program information and content to support marketing and communications efforts.

Administration

- Prepare reports, recommendations, and presentations for the Executive Director and Board of Commissioners.
- Ensure compliance with district policies, procedures, and applicable laws.
- Evaluate departmental operations and recommend improvements that enhance efficiency and customer service.
- Perform other duties as assigned.

QUALIFICATIONS:

Minimum Qualifications

- Bachelor's degree in Parks and Recreation, Recreation Administration, Leisure Studies, Public Administration, or a related field.
- Three to five years of progressively responsible recreation management experience.
- Experience supervising full-time, part-time, and seasonal staff.
- Demonstrated experience managing recreation programs, special events, and departmental budgets.
- Strong leadership, organizational, interpersonal, and communication skills.
- Valid Illinois Driver's License.

Preferred Qualifications

- Illinois Park and Recreation Association and/or National Recreation and Park Association involvement.
- CPRP certification or the ability to obtain certification.
- Grant writing, partnership development, or community engagement experience

SALARY:

- \$65,000-\$80,000 per year DOQ (dependent on qualifications).

BENEFITS:

- Health insurance
- Dental insurance
- Vision insurance
- Paid time off
- Retirement plan

Are you the perfect candidate for this position? Send your resume to mrodas@ridgeville.org.

To view this information on our website, go to:

<https://ridgevilleparks.myrec.com/info/dept/details.aspx?DeptInfoID=1067>

It is the policy of Ridgeville Park District to provide equal employment opportunity to all individuals in accordance with applicable federal, state and local laws.