

DOWNERS GROVE PARK DISTRICT

Full-Time Position Announcement

The Downers Grove Park District is seeking a self-motivated, detail-oriented professional to fill the position of Assistant Director of Recreation.

JOB TITLE: Assistant Director of Recreation

QUALIFICATIONS: Bachelor degree in Parks and Recreation and 5-7 years of progressive experience in a full-time leadership or management position. Preference given to candidates with CPRP credential and prior experience supervising full-time professional staff, managing special facilities, and developing a broad array of recreation programs and services. Ability to communicate effectively with public, staff and Board. Must possess a valid IL driver's license. 1st Aid, CPR/AED certified within 6 months of employment.

DUTIES: Under the supervision of the Director of Recreation, plans, promotes and administers comprehensive recreation programs and services. Assists the Director of Recreation in the implementation of District goals and objectives, effectively coordinates strategies and initiatives, and assures quality programs and services are provided to the community within budgetary guidelines. The Recreation Division encompasses the Recreation & Fitness Center, Lincoln Center, McCollum Miniature Golf, William F. Sherman, Jr. Interpretive Center, The Museum and Golf Course facilities in addition to district-wide programming, events and services.

STARTING SALARY RANGE: \$65,436 – \$82,132 annually plus benefits
Commensurate with experience

CLOSING DATE: Open Until Filled

CONTACT: Sandy Pfundheller
Director of Recreation
Downers Grove Park District
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Downers Grove, IL 60515
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APPLICATION PROCEDURE: **Cover letter, resume with salary history and three (3) letters of reference must be submitted for consideration.**

www.dgparks.org