



Director of Parks & Recreation

POSTED ON JANUARY 10, 2025 AND WILL REMAIN OPEN UNTIL FILLED.

Overview:

The Village of Antioch is a community of approximately 15,000 people and is located on the Illinois-Wisconsin border located halfway between Milwaukee and Chicago at the northwest corner of Lake County. Historically, a gateway to the recreational activities of the Chain of Lakes, Antioch contains a historic Downtown that continues to attract new businesses. Antioch is surrounded by Lake County Forest Preserves and the Village takes great pride in its natural resources, as well as its unique downtown with vintage and historic buildings and locally-owned shops, bars, coffee shops, and restaurants.

The Village of Antioch is seeking qualified candidates for the position of Director of Parks & Recreation. Reporting directly to the Village Administrator and under the general supervision of the Village Board and Parks and Recreation Commission, this position is responsible for providing overall leadership, oversight, and day-to-day direction for the Parks and Recreation Department.

Other essential functions include, but are not limited to:

- Oversees the development of the annual budget and monitors expenditures to ensure compliance with approved budget.
- Recruits, selects, trains, motivates, schedules, supervises and evaluates full-time, part-time, seasonal and volunteer staff, including associated trainings and implementation of discipline when necessary.
- Maintains effective public relations; Responds to complaints and questions related to departmental operations and provides information, researches problems, and initiates problem resolution.
- Researches grant and alternative funding sources, prepares grant applications; Oversees the expenditure and accounting of grant funds and ensures compliance with grant requirements.
- Promotes interest in parks and recreation programs through publicity and public contracts; writes news releases, prepares program brochures, attends meetings and communicates with the public and boards and commissions.
- Coordinates departmental projects and activities with other departments, government agencies, contractors, consultants, outside organizations, or others as needed.

The successful candidate will have working knowledge of planning, developing, scheduling, directing, implementing, and evaluating year-round parks and recreation programming; work collaboratively with outside agencies to provide the best possible services and programs to Village residents; be experienced in budget preparation and implementation; special event and grant administration; supervising full-time, part-time, and seasonal staff; and providing excellent leadership and customer service. *Position description available upon request.*

Qualifications:

Graduation from a four-year accredited college or university with a Bachelor's Degree in Recreation Management, Public or Business Administration, Physical Education, or a related field. A minimum of five (5) years of progressively responsible experience in the administration of recreational programming and social and cultural programs and services, including a minimum of five (5) years of supervisory experience. Experience in park facility planning and design, as well as development, planning, implementing and facilitating recreation

programs, preferred. Certified Pool Operator or Aquatic Facility Operator Certification or ability to obtain within 12 months of hire subject to course availability. Any equivalent combination of education, training and experience providing the desired knowledge, skills and abilities necessary to perform the essential job functions of this position. A valid driver's license is required.

Salary & Benefits:

The salary range begins at \$93,228.80 and is DOQ. An excellent benefits package is available.

How to Apply:

Interested applicants should submit a completed application (available on our website); cover letter, resume, and three work-related references to:

Village of Antioch
Attn: Lori Romine, Human Resources
874 Main St
Antioch, IL 60002
Or email to:
lromine@antioch.il.gov

Equal Opportunity Employer:

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.