



ANNOUNCEMENT OF VACANCY FOR
EXECUTIVE DIRECTOR

WWW.VHPARKDISTRICT.ORG

OUR MISSION:
CONSERVING NATURE, SUPPORTING WELLNESS, AND INSPIRING LEISURE FOR ALL.



ABOUT

Agency Information

For more than 50 years, the Vernon Hills Park District has provided memorable experiences for all ages through diverse programming promoting healthy lifestyles. The district encompasses five park and recreation facilities, 10 miles of paths, and 24 parks situated on 460 acres of land. The district's parks serve as backdrops for leisurely walks as well as venues for competitive sports leagues and community festivals.

As Vernon Hills has grown, so has the park district. In 2016, the Sullivan Community Center was renovated to accommodate the administrative staff and provide additional space for programming. The district purchased a former YMCA in 2012 and renamed it Lakeview Fitness. It went under a transformation in 2013 and again in 2022 with the assistance of a \$2.5 million PARC Grant. In 2014, a new park maintenance facility was built to meet the demands of equipment and storage needs. A staff of 47 full-time employees and approximately 350 part-time and seasonal employees are responsible for providing quality programs and conducting community events.

Through the collaborative efforts of the park board and professional staff, the district is an award recipient of the 2024-2029 Illinois Distinguished Accredited Agency Award and the National Recreation and Park Association 2021 Gold Medal for Excellence Award.

The district enriches residents' quality of life through our commitment to preservation and conservation. Located within a commercial district of nearly 1,000 businesses, the Vernon Hills Park District promotes urban forestry. A seven-acre oak savanna was restored in our 48-acre Sullivan Woods. Additionally, our 116-acre Century Park is the only accredited park district arboretum in Illinois. The district is committed to protecting the environment while showcasing nature's beauty in all parks and facilities.

Our facilities include Lakeview Fitness, featuring outstanding amenities including a group exercise studio, cardio and free-weight rooms, indoor pool,

and spa area. Also located within Lakeview Fitness is Little Learners Childcare, a fully licensed DCFS program, servicing youth from ages 6 weeks to five years old. The district's preschool is offered for children ages 2-5 years old and the district's before and after school program, PALS, is held in five elementary schools.

The district's newly branded aquatic facility, Turtle Creek Waterpark, opened in June. For nearly 30 years, residents have enjoyed the zero-depth lap and leisure pools, 3 slides, lazy river, and sand play area. The aquatic facility was rebranded to introduce a new sprayground. This 10,000-square-foot sprayground is Lake County's largest, and features 50 spray structures in addition to climbing structures, tube and open slides, bridges, interactive play features, a dump bucket, and water sprays galore.

The success of the Vernon Hills Park District also contributed to the evolution of numerous master and strategic plans. The community is involved in the planning process through surveys, focus groups, community meetings, and social media engagement. This valuable information provides the district with the tools needed to plan for the future needs of our community.

The district is proud of the healthy working relationships with the Village of Vernon Hills and all other local government entities which result in numerous beneficial intergovernmental agreements.



**AAPRA/NRPA NATIONAL GOLD MEDAL
GRAND PLAQUE RECIPIENT 2021**



**IAPD/IPRA DISTINGUISHED ACCREDITED
AGENCY STATUS FROM 2006-2029**

QUALIFICATIONS

THE BOARD OF COMMISSIONERS IS SEEKING
TO EMPLOY AN EXECUTIVE DIRECTOR
WITH THE FOLLOWING QUALIFICATIONS,
CHARACTERISTICS, AND TRAITS:

1. At least 10 years of administrative experience in the park and recreation field. Experience as a director or key leadership role at a large agency.
2. Demonstrated success in administration and budget management. Must have experience in the creation of a sound fiscal program including: capital projects, budgeting, forecasting, development of projects through the referendum process, and other alternative funding sources.
3. A person of great integrity and charisma who communicates effectively across all levels of the organization, and possesses time management and priority setting skills.
4. Administrative skills based on positive human relations, interactive communication skills, and high public visibility.
5. Proven track record of developing strong intergovernmental relationships and cooperative efforts.
6. Preferred management style that is collaborative and emphasizes team management.
7. Knowledgeable of park and recreation issues, trends, creative financing, marketing and public relations.
8. Comprehensive planning skills and experience. Ability to assess community needs, research trends and innovative concepts as they apply to improvement of the agency operations and long-range planning.
9. Demonstrated skills in seeking outside funding for the agency.
10. Ability to understand concepts of shared leadership and allowing participation by others to share in the leadership of the organization.
11. Commitment and experience in DEI hiring and promotion and workplace practices that encourage DEI.

SALARY

COMPENSATION

\$165,000 to \$200,000

Plus a comprehensive benefit package

FINANCE

Budget and Fiscal Information

Summary of Financial Information

FY 24-25

Budget

\$16.4 million

Operating Budget

\$10.4 million

Capital Improvement Budget

\$3.6 million

Debt Retirement

\$2.1 million

Moody Debt Rating

Aa3

2022 EAV

\$1,308, 843,533

2022 Tax Rate

\$0.4597

Financial Health

- Fund reserves for district operations are met per policy at 25% of district expenditures.
- As of May 31, 2023, the District has Net Capital Assets of \$53.1 million.

BOARD

BOARD OF COMMISSIONERS

	Elected/Appointed	Term Expires
David Doerhoefer , <i>President</i>	2005	2029
Carol Sente , <i>Vice-President</i>	2021	2027
Bruce Robbins , <i>Commissioner</i>	2011	2029
Janice Giraldo , <i>Commissioner</i>	2023	2027
Abra Jacobs , <i>Commissioner</i>	2023	2025

APPLY

APPLICATION PROCEDURE

THE BOARD OF COMMISSIONERS OF THE VERNON HILLS PARK DISTRICT
INVITES APPLICATIONS FOR THE POSITION OF EXECUTIVE DIRECTOR.

THE VERNON HILLS PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.

APPLICANT PACKETS MUST CONTAIN ALL INFORMATION FOR FULL CONSIDERATION.

1. Formal letter of application indicating reasons you desire to be a candidate.
2. Resume including employment history, duties, number of employees supervised and budget amount managed.
3. List of accomplishments/completed projects. Please describe your top 3 accomplishments
4. Provide at least 3 CURRENT (DATED) letters of recommendation. These written references ideally should include a balance of former employers, employees and board members.
5. Provide 3-6 PROFESSIONAL references with complete names, addresses and phone numbers. These references need to be different from those providing letters of recommendation.
6. Responses to the following management questions. Please limit your responses to each question to one page.
 - Describe your management style.
 - State and discuss your philosophy of parks and recreation.
 - What issues do you consider to be critically important to the park and recreation field today?
 - If given the opportunity, how will you attempt to resolve these issues?
 - If you were chosen for the position, what steps would you take as the district's new leader in your first 120 days?
 - What was a failure of yours in the past 5 years? What did you learn from this and how would you handle it differently today?
7. Transcript or copy of degree and any certifications.

ALL APPLICATIONS AND
INQUIRIES SHOULD BE
REFERRED TO:

MAIL APPLICATIONS TO:

SCREENING COMMITTEE
ILLINOIS ASSOCIATION OF PARK DISTRICTS
211 EAST MONROE STREET
SPRINGFIELD, IL 62701-1186

QUESTIONS:

217-970-7317

OR

AHOWARD@ILPARKS.ORG



TENTATIVE SELECTION PROCESS

AUG. 23, 2024:
DEADLINE FOR APPLICATIONS TO
BE RECEIVED

WEEK OF SEPT. 2, 2024:
CANDIDATE INTERVIEWS

OCT. 28, 2024:
TENTATIVE DATE OF EMPLOYMENT