

Announcement of Vacancy for
EXECUTIVE DIRECTOR

Butterfield
PARK DISTRICT





BUTTERFIELD PARK DISTRICT

Butterfield Park District serves a population of approximately 9,600 residents of incorporated and unincorporated Lombard, Glen Ellyn, and Downers Grove. The District was established in 1965 under the Illinois Park District Code.

MISSION STATEMENT

The Butterfield Park District's mission is to promote ongoing development of a park system that provides for recreational opportunities for all residents, as well as to offer diversified programs and activities that provide personal enjoyment, contribute to a sense of self-fulfillment and enhance the quality of life.

VISION STATEMENT

Create an agency of excellence demonstrated through the actions and behaviors of the Board, staff, volunteers and community, working together to enhance the quality of life.

FINANCIAL POSITION/STANDING

Equalized Assessed Valuation is \$334,112,608
Operations Budget FY2024-25 - \$2,468,000

BOARD OF COMMISSIONERS

The Park District Board is composed of five, elected Commissioners who serve six-year terms in a non-paid capacity. They are charged with setting policies, establishing the goal/mission of the district, and budget oversight. The Butterfield Park District manages six parks with a total of 35 acres of park land. Its primary building at Butterfield Park includes its administrative functions, programming space, and outdoor pool complex.

Lisa Saunderson, President

Paul Micheli, Vice President

Sandra Cosenza, Treasurer & Assistant Secretary

Paul Micheli, Secretary

Charles Menard, Assistant Treasurer

The community has benefitted from an aggressive park development stance obtaining recent grants totaling over \$784,000. The most recent grants have funded the Glenbriar Park Development (OSLAD \$500,000), an Urban Forestry Grant of \$25,000, and roof repairs at the Butterfield Activity Center and maintenance garage (DCEO \$234,000).

In addition, the Park District enjoys positive relationships with neighboring park districts and school districts. These relationships support more services for the community by providing access to facilities and programs not provided by the district, while also encouraging non-residents access to our programs and facilities.

PARKS AND FACILITIES

Glenbriar Park

Glenbriar Park is home to the primary facility for the Park District. This building houses preschool classrooms, gymnasium, offices and pool locker rooms. Outdoor amenities include: a six lane, outdoor, zero depth leisure pool with water slide, tennis and pickleball courts, toddler and youth playgrounds, a pavilion, bags court, challenge exercise course, and maintenance garage.

Hoffman Park

- Pavilion
- Picnic shelter
- Playgrounds
- Basketball and tennis courts
- Table tennis
- Bags

Brentwood Park

- Nature playground
- Nature walking path

Montgomery Park

- Pavilion
- Game tables
- Gardens
- Playground
- Baseball field
- Soccer field

Orchard Glen

Playgrounds

Rentals are available for most facilities including rooms, racquet courts, pools and pavilion upon request.



EXECUTIVE DIRECTOR

The Executive Director must demonstrate exceptional skills in leadership, long-range planning, staff development and fiscal management. The individual must also exercise initiative in the areas of goal setting, customer service, and marketing. Finally, this individual must foster a commitment to meeting the leisure needs and interests of the community.

QUALIFICATIONS

Qualified candidates must possess these requirements:

- Possess a Bachelor's Degree in Parks and Recreation, Public Administration, Finance or Business from an accredited college or university.
- Completed at least five years of successful management and leadership in a park and recreation or related field.
- National Park and Recreation Association, Certified Park and Recreation Professional, or Certified Park and Recreation Executive certification.
- Possess the ability to lead in the community in defining a viable vision for the Park District as well as establishing goals and objectives to support that vision.
- Possess sound business acumen, especially in fiscal management, capital projects, and alternate revenue sources.
- Previous experience in securing OSLAD and DCEO grants, as well as experience in administering grants.
- Experience with comprehensive long-range planning and the ability to assess community interests.
- Knowledge of park and recreation trends, personnel and risk management, and creative financing.

BENEFITS

- Hiring Range \$100,000 - \$130,000
- IMRF Pension
- Family Health, Dental, & Vision Insurance
- Life Insurance
- Vacation & Holidays
- Professional Development
- Vehicle Allowance

TIMELINE

Applications will be accepted until July 14th

Start date: approximately September 1st

The Butterfield Park District is an equal opportunity employer.



ALL APPLICATIONS INQUIRIES AS WELL AS
APPLICATION MATERIALS SHOULD BE
REFERRED TO:

Executive Decisions Consulting
Ray Ochrowicz
rayo@recreatepro.com • 630-418-0991

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butterfieldpd.com • 630-858-2229