

Announcement of Vacancy for

Executive Director



chicagoridgeparks.com

**Chicago Ridge
Park District**





Invitation To Apply

The Board of Commissioners for the Chicago Ridge Park District invite qualified candidates to apply for the position of Executive Director. Application inquiries and application materials should be directed to:

Executive Decisions Consulting, Ray Ochrowicz at rayo@recreatepro.com or call 630-418-0991.
The application deadline is April 10, 2026.

About the Park District

Mission Statement

The mission of the Chicago Ridge Park District is to establish, expand and improve park and leisure time opportunities, maintain park properties and facilities in a safe and attractive manner, and strive to obtain a available land for future generations.

The Board of Commissioners is comprised of 5 elected commissioners who serve four-year terms in a non-paid capacity. They are charged with setting policies, establishing the goal/mission of the District, and budget oversight. The District employs 5 full time employees, 12 part time employees, and approximately 26 seasonal employees.

The Village of Chicago Ridge is located 20 miles southwest of Chicago. It was incorporated in 1914 and has a diverse population of approximately 14,000 residents.

Financials

The District's Equalized Assed Valuation (EAV) is \$397,686,581. The budget is \$3,801,822.

Facilities

Frontier Park Fieldhouse – This 24,000 sq. ft. multi-use fieldhouse includes a fitness center, three volleyball courts, two basketball courts, and can house up to six pickleball courts. The Fieldhouse has hosted a multitude of events ranging from pro wrestling, mixed martial arts, National Association of Grappling, concerts, the Sweetheart Dance, track and field events.



Ball Fore – This 18-hole championship level miniature golf course and multi-station batting cage facility has a full-scale concession stand and a party/theme room. It is the home to the Christmas holiday events, which includes live reindeer, over 20,000 lights, and more than 30 inflatables.

Lily Pad Splash Pad – This summertime facility is a family retreat featuring multiple attractions and play stations for the younger children complete with a full-service concession stand.

Freedom Activity Center – This facility hosts youth, teen, senior and other programs and special events. The facility includes a kitchen and several multi-purpose rooms.

Parks – The Park District maintains 15 acres at seven park locations. These parks include walking paths, seven ballfields, and seven playgrounds. Freedom Park is the largest park and hosts the District's summer concert series as well as the annual community Slice of Summer Celebration.

About the Position

The Executive Director leads all operations, including facility maintenance, program development, and financial management, and reporting to the Board of Commissioners. Key responsibilities include implementing board policies, strategic planning for community needs, managing staff, overseeing renovations of playgrounds and facilities, and ensuring financial sustainability.

Qualifications

- A bachelor's degree from an accredited college or university with the major course work in business management, public or business administration, parks and recreation administration, or closely related field of study.
- In the discretion of the Board, a comparable amount of directly related experience will be considered as a substitute for the minimum educational requirements.
- Certification status as a Parks and Recreational Professional (CPRP) in accordance with the standards of the IAPD/IPRA and NRPA (certification must be obtained within one year of commencement of employment).
- Possession of a valid Illinois driver's license.

Experience

- Excellent organizational skills and ability to show high level of performance.
- Knowledge of fiscal procedures and budgeting planning.
- Perform duties with sound judgement, persistence, integrity, tact, and courtesy.
- Communicate and work effectively with the public, media, the Board and staff.
- Attend meetings, workshops, and conferences during non-business hours.

Personal Traits

The ideal candidate will possess many of the following professional and personal abilities, attributes, and experiences:

- Results-oriented: Fair, firm and accountable in delivering desired results. Flexibility to adapt to changing social and economic conditions and recreation trends.
- Active Leader: Lead by example and experience. Promote a team atmosphere. Demonstrate a professional demeanor and engaging communication style. Demonstrate honesty, transparency and integrity. Self-confident yet humble.
- Team Builder: Cultivate and maintain positive, productive relationships with staff, Board of Park Commissioners, local government, civic organizations and community at large.
- Effective Communicator: Must be an effective listener and comfortable talking with a variety of people including residents, elected and appointed officials, the business community, media and staff.



Compensation and Benefits

Starting salary between \$100,000 to \$120,000

Benefits include:

- IMRF Pension
- 100% of Employee Health, Dental, and Vision Insurance paid for by the District
- Vacation and Holidays
- Earned personal days
- Phone allowance
- Professional Development

How to Apply

Applicants shall submit a current resume, three personal references, three professional references, and responses to the following questions (*candidates are asked to limit responses to questions to no more than one page per question*):

1. How would you describe your management style?
2. How would you spend your first 90 days?
3. Identify three critical challenges facing parks and recreation today and describe how you would lead the organization through them.

Application Deadline is April 10, 2026

All application inquiries as well as application materials should be referred to:

Executive Decisions Consulting

Ray Ochromowicz

rayo@recreatepro.com | 630-418-0991

*The candidate of choice will be subject to a criminal background check and drug/alcohol test.
Chicago Ridge Park District Is An Equal Opportunity Employer*

