



**Bourbonnais Township**  
**PARK DISTRICT**

# ANNOUNCEMENT OF VACANCY

EXECUTIVE DIRECTOR

[btpd.org](http://btpd.org)

Our mission is to enrich the  
quality of life through  
recreation, education,  
and preservation.





## Invitation to Apply

The Board of Commissioners for the Bourbonnais Township Park District invites qualified candidates to apply for the position of Executive Director. All application inquiries as well as application materials should be referred to: Executive Decisions Consulting  
Ray Ochromowicz  
rayo@recreatepro.com • 630.418.0991  
**Application deadline is February 16, 2024**

## Bourbonnais Township

Bourbonnais Township is a vibrant friendly community that is a great place to live, work, and play. Bourbonnais is the home of Olivet Nazarene University, a private liberal arts Christian college affiliated with the Church of the Nazarene. For years Bourbonnais and Olivet Nazarene University were the summer home of the Chicago Bears, who held their summer training camp at Olivet. The township is 78% White, 9% Black, 9% Hispanic, and 2% Asian. The average age is 36 while the median household income in the township is \$65,321.

## Bourbonnais Township Park District

Located 60 miles south of Chicago in central Kankakee County, the Bourbonnais Township Park District was formed on November 3, 1986. It is situated in the heart of Kankakee County where it serves more than 40,000 residents of Bourbonnais, Bradley, and a portion of unincorporated Kankakee County. Park District boundaries span 43 miles.

## Facilities

**Perry Farm** • In 1987 the park district gained title to Perry Farm, a historic farmstead which includes: farmhouse, barns, farm buildings, animal pens, gardens, Centennial Orchard, Durham Memorial, and Reflection Garden. Perry Farm features a large picnic shelter, gazebos and open space. Many special events including Family Night Out, Summer Concert Series, Scarecrow Festival, and Christmas on the Farm are hosted on the farm property. The park district's administrative headquarters is located at Perry Farm.

**Recreation Station** • This the core building where Preschool Programs, Youth and Teen programs, Youth Athletics, Senior Fitness, Adult Health & Fitness and other programs are held. Recreation Station includes a multipurpose room, conference room, two breakout rooms, kitchen, classrooms, offices, and an outdoor playground.

**Exploration Station** • This interactive learning space is for children to engage in hands-on exploration and discovery. More than 10 hands-on exhibits are designed for children between the ages of 2-8 years old. Facilities also include a multi-purpose room.

**Willowhaven Nature Park** • This park has a plethora of fantastic amenities for outdoor enthusiasts; more than 1 mile of hiking trails, a playground, 9-hole disc golf course, fishing overlooks, 3-acre dog park and a Welcoming Center with a multipurpose room, bathrooms, and exhibit hall.

**Parks** • The park district maintains 380 acres at 4 park sites – Perry Farm Park, Willowhaven Nature Park, Diamond Point Park and Turnberry Park. These parks entail 5.17 miles of trails; .58 miles of nature trails, 6 picnic shelters, 4 bags (cornhole) courts, 3 playgrounds, 1 splash pad, 2 baseball fields, 5 softball fields, 1 volleyball court, 1 zip line course, 1 ninja obstacle course, 1 stage/amphitheater, 2 dog parks, 3 fitness stations, 1 Disc Golf (9 holes), and fishing ponds.



## Our Equalized Assessed Valuation

EAV = \$892,924,861

## Our Budget

Budget (FY 2024 January 1 – December 31)  
Operational = \$3,839,253  
Capital = \$1,081,500



## Job Description

### Essential Functions & Responsibilities

The Executive Director shall have proven experience delivering high-quality parks and recreation services; focus on fiscal stewardship; and be a strong, collaborative leader; able to combine vision, creativity, and innovation in the oversight and development of parks, programs, and facilities. The Executive Director reports to the Board of Commissioners. The five member elected Board of Commissioners establish Park District policy and strategic direction and creates the ordinances that govern the Park District." The Director is responsible for the implementation of board policy and the overall management of the district's parks and recreation system. The district employs 10 full-time staff, 32 part-time staff, and 25 seasonal staff.

### Education & Experience

A bachelor's degree from an accredited college or university with major course work in parks and recreation administration, public administration, business management, or a closely related field of study is required. At the discretion of the Board, however, a comparable amount of directly related experience will be considered as a substitute for the minimum educational requirements. The Executive Director must have at least (3) years of related experience in an upper-level management/administrative position, preferably in the field of parks and recreation; and innovative recreation programming and event production.

### Qualifications

- Excellent organizational skills with the ability to demonstrate high-level performance.
- Knowledge of fiscal procedures and budgetary planning.
- Ability to establish and maintain effective working relationships with subordinates, coworkers, county officials, public-and private-sector organizations, community groups, and the public.
- Knowledge of efficient personnel management and ability to lead and train staff.
- Extensive knowledge and experience in current parks and recreation practices and trends.
- Ability to design and implement long term strategic park and land use, programming, community outreach, and communications plans.
- Expert knowledge of laws and regulations affecting park districts, and the ability to interpret and apply them.
- Ability to communicate clearly and concisely, orally and in writing.
- Computer fluency and understanding of business applications.
- Ability to work with minimal supervision.
- Ability to communicate and work effectively with the public, media, the Board, and staff.
- Skill to evaluate the district's programs and operations.
- Pass a criminal background check and drug screening.

### Essential Personality Traits

- High integrity and moral character
- Collaborator and team-builder
- People-oriented
- Problem solver/critical thinker/decisive
- Fosters creativity and innovation
- Strong work ethic; Accountable and responsible
- Ethical and civic-minded
- Strong sense of humor / fun loving

### Compensation & Benefits

- Starting range \$105,000 - \$125,000
- Vacation, sick leave, holidays & personal days
- Health, dental, life insurance
- Illinois Municipal Retirement Fund (IMRF)
- Vehicle and cell phone stipend
- Employee Assistance Program (EAP)
- Professional development



## APPLICATION

Applicants shall submit a current resume, three personal references, three professional references, and responses to the following questions.

1. 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.

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