

Part-Time Athletics Coordinator

Department: Recreation

Reports To: Recreation Manager

Status: Part-Time, Non-Exempt

Hours: Up to 15 hours per week; hours and days will vary, including evenings and weekends

Salary: \$17.00–\$18.00 per hour DOE

Position Summary

The Part-Time Athletics Supervisor is responsible for assisting with the planning, coordination, and supervision of athletic programs, leagues, tournaments, and events for the Washington Park District. This position provides onsite leadership and customer service while helping ensure programs are safe, organized, and enjoyable for all participants, coaches, and spectators.

Essential Job Duties

- Creation, implementation and supervision of new programs.
- Assist with the planning, organization, and execution of athletic programs and events.
- Assist with travel basketball tournaments and other special athletic events.
- Supervise athletic activities, participants, coaches, and spectators during programs and games including scoreboard operations and admissions/concessions table.
- Communicate effectively with participants, parents, coaches, officials, and staff.
- Set up and take down equipment, athletic fields, courts, and supplies before and after programs.
- Maintain inventory of athletic equipment and supplies and report damaged equipment or facility issues.
- Serve as a liaison between participants and the Park District by addressing questions, concerns, and feedback in a professional manner.
- Assist in overseeing opening and closing procedures for athletic facilities and events.
- Monitor weather and field conditions during inclement weather and communicate cancellations or delays when necessary.
- Provide high-quality customer service to internal and external customers while promoting a positive team environment.
- Follow all Washington Park District policies, procedures, safety guidelines, and operational standards.
- Maintain strong safety awareness and respond appropriately in emergency situations.
- Perform additional duties as assigned.

Education, Qualifications, Knowledge, Skills, and Abilities

- High School diploma or GED required.
- Bachelor's degree in Parks and Recreation, Sports Management, Physical Education, or a related field preferred.
- Previous experience working in athletics, recreation programming, or sports supervision preferred.
- Ability to effectively communicate with participants, parents, coaches, and staff in a professional manner.
- Strong organizational, leadership, and customer service skills.
- Ability to work independently and as part of a team.
- Knowledge of athletic rules, recreation programming, and basic facility operations preferred.
- Ability to handle multiple tasks in a fast-paced environment.

Certifications, Licenses, and Training

Must have or obtain and maintain:

- CPR/AED Certification within one (1) year of employment.
- Mandated Reporter certification in accordance with the Abused and Neglected Child Reporting Act.

Physical & Environmental Demands

Must be able to:

- Frequently move about athletic facilities and outdoor recreation areas for extended periods of time with occasional stationary periods.
- Position oneself to assist participants and staff.
- Move across uneven ground and ascend/descend stairs or ladders.
- Lift, carry, and move sports equipment and supplies weighing up to 25 pounds and overhead/shoulder items weighing up to 10 pounds.
- Occasionally work in all weather conditions, including heat, cold, wind, and rain.
- Be exposed to biting and stinging insects.
- Move across muddy, wet, or slippery surfaces.