

Washington Park District Job Description

Position: Full Time Athletic Coordinator

Summary:

Under the direction of the Recreation Manager, the Athletic Coordinator is responsible for the planning, coordination and supervision of youth and adult athletic leagues, tournaments, programs and special events. The Athletic Coordinator is responsible for performing the essential functions as outlined in this description.

The Athletic Coordinator is a full-time exempt employee expected to work up to and sometimes exceeding 40 hours/week. General work hours take place Monday through Friday, 8am through 6pm but evening and weekend hours are expected due to the nature of the events under the Athletic Coordinator's direction.

Qualifications:

Applicant must be 21 years or older and have a Bachelor's Degree in Recreation, Sports Management, related field or equivalent combination of experience and training. One-year full time experience in a Park District setting (or equivalent) is preferred. The individual should possess friendly and effective interpersonal, written, verbal and telephone communication skills, and also be able to work independently and be self-directed. Individual must be familiar with Microsoft Office applications and able to learn other software packages. The individual should have knowledge of sports rules, schedules and be familiar with the play of athletic contests. The individual must have a valid Illinois class D driver's license. First Aid and CPR certification is preferred.

Immediate Supervisor:

Recreation Manager

Essential Functions:

Administration:

- Maintain accurate and current records including personnel, payroll, daily attendance, daily receipts, registration, inventory and schedules, and other miscellaneous statistics for the operation and management of athletic programs, general programs and special events.
- Administer the operation of the athletic programs and special events in accordance with the policies established by the Board of Commissioners and the Executive Director.
- Evaluate the effectiveness of services in all athletic programs and facilities and make recommendations on changes in existing services and the introduction of new services.
- Organize athletic leagues, lessons, programs, athletic facility rentals, and special events to meet the needs of all ability levels and ages.
- Prepare annual and special reports in relationship to athletic programs.
- Implement operating procedures established by the Board of Commissioners and the Executive Director.
- Develop goals, objectives, and program manuals for athletic programs and services in accordance with the overall goals of the Park District.
- Act as a liaison with community groups and agencies to strengthen relationships and better coordinate cooperative services and programming.

Finance:

- Prepare and administer the annual budget for athletic programs and special events. Authorization of budget and expense is through the Recreation Manager and Executive Director.
- In accordance with Park District Policy, ensure proper cash handling procedures are enforced at all concession stands and at all athletic events

Communications:

- Inform the Recreation Manager and other staff members of all pertinent matters.
- Assist in establishing internal communication of the staff involved in athletic programs, general programs, and special events.
- Plan and conduct a promotional program for each athletic program, general programs and special event and publicize through different media sources.
- Use effective written and verbal communication with team captains, players, independent contractors and staff.
- Develop and maintain cooperative working relationships among staff members, participants, public agencies and community organizations.

Personnel:

- Supervise the work of all part-time and seasonal employees at each of the facilities, including hiring, scheduling, training, evaluating and, if necessary, dismissal.
- Conduct staff meetings and/or in-service training programs on a regular basis.
- Contract or hire qualified officiating crews for all appropriate athletic contests. This may require scheduling of training, supervision and evaluation of officiating personnel.

Planning:

- Assist in maintaining an adequate inventory of all supplies needed for the athletic programs, general programs, and special events including maintenance supplies and athletic equipment.
- Recommend repairs or replacement of athletic equipment and arrange for repairs.
- Maintain an awareness of current trends in recreation including basketball, soccer, baseball, softball, lacrosse, volleyball, flag football and other athletics to be incorporated as a part of the comprehensive plan of the Park District.
- Prepare and submit proposed lesson, league and program schedules including cost estimates, staff requirements and equipment needs.

Safety Program:

- Implement facility safety code and preventive maintenance program for the facility equipment.
- Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

Marginal Functions:

- Assist all employees of the Park District as needed.
- Assist in the preparation of playing fields and courts as necessary.
- Promote appropriate sponsorship opportunities and partnerships.

Psychological Considerations:

- The Athletic Coordinator must be able to work under the supervision of the Recreation Manager.
- He or she must be able to work, interact with the general population, including children, adults, volunteers, and staff in a friendly and courteous manner.
- The individual should be able to work with other staff, volunteers, and participants under stressful situations.
- He or she should be able to recognize and take appropriate action to correct safety hazards.

Physical Requirements:

- Ability to operate Park District vehicles.
- Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.
- The individual should be able to assist in the grooming and setup of athletic fields.
- During special events, the individual should be able to work long stretches of time.

Environmental Considerations:

- The individual may be required to work during various weather conditions, including hot and cold temperatures as well as rain and snow.
- May be exposed to elements when driving to meetings or when assisting workers with outdoor functions.

Cognitive Considerations:

- Resolve differences and problems that arise with patrons and employees.
- The Athletic Coordinator must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.
- Must have the ability to read, write and organize materials.
- Must be able to understand basic math functions to do payroll and budget.
- Must be able to supervise staff, volunteers, and participants and have safety awareness.

We ask the Athletic Coordinator to handle and manage any other duties assigned of him/her.

Signature of Athletic Coordinator

Date