



Athletics Manager

Springfield Park District

Contact Name: Marty Strieker
Contact E-mail: mstrieker@springfieldparks.org
Contact Phone: 217-331-2696
Closing Date: 2024-05-19
Salary: \$42,370-\$52,900

Description:
Springfield Park District
ATHLETICS MANAGER

Department:	Recreation
Position Title:	Athletics Manager
Reporting Authority:	Director of Recreation
Classification:	Exempt – Non-Union
Salary:	\$42,370 – \$52,900

Position Summary:

The Athletics Manager is responsible for overseeing the programming and logistics for the following: Youth Baseball, Tee Ball & Coach Pitch Baseball, Adult Softball, Youth & Adult Basketball, Lacrosse, Dodgeball, Youth Sport Classes, Exercise Classes, Walking and Running Programs, Pickleball, Soccer, Ballroom Dance Classes, Fencing, Rugby, Community Gardens, BMX racing and other sports programs and special events as assigned. The Athletic Manager monitors the condition of athletic facilities and venues and determines the need for maintenance and/or repairs. The Athletics Manager supervises two full-time Sports Field Maintenance personnel, 8 Seasonal Maintenance personnel, part-time recreation staff, contractual employees, and volunteers. The Athletics Manager reports directly and assists the Superintendent of recreation Programming and Events in meeting current and future Athletic Recreation needs of the community.

Specific Responsibilities:

RECREATION PORTION -

Runs all aspects of programming Sports and Sport Field activities within the area of Recreation with the Springfield Park District.

Recruiting, selecting, training, supervising, and evaluating various athletic staff, officials, and volunteer coaches.

Assists with planning, marketing/promotion, scheduling, implementing, and evaluating athletic programs and special events.

Serves in a supervisory capacity of assigned athletic programs and special events.

Assists with the purchase and inventory of supplies and equipment within the Athletics Department. Suggests long-range capital projects for future facility improvements.

Develops goals and objectives for programs and services in accordance with overall goals of the Recreation Division and Park District.

Acts as liaison with community school districts, agencies, clubs, and groups to strengthen relationships and better coordinate cooperative services and programming.

Assists in the formulation and implementation of the annual Athletics budget as related to areas of programming, equipment, and maintenance of sports fields.

Continues to meet community needs for athletic program participation through the regular addition of new programs and the improvement/expansion of existing programs.

Prepares and submits records and reports including registration, attendance, payroll, schedules, and other documentation as requested.

Enforces Springfield Park District rules, policies, and procedures and maintains proper safety guidelines in accordance with the Park District policy.

Performs all other duties as assigned.

SPORTS FIELD MAINTENANCE PORTION –

The Athletic Manager is responsible for overseeing the maintenance and maintenance scheduling of sport fields in and around the District.

Performs regular inspections of venues and facilities to determine the need of maintenance or repairs.

Assign work orders to Sport Field Specialists for daily maintenance, scheduling, dragging fields, gilling, minor fence repairs, filling in low spots, seeding, etc. to all District Sport Fields.

Tracks progress and completion of work-orders submitted for maintenance and repair athletic fields and stadium facilities.

Assists with the purchase and inventory of supplies and equipment within the Sports Field maintenance.

Determines who is approved for possession of keys/access for entry into athletic stadiums.

This position is responsible for making sure that staff cuts and trims grass around sports fields, spraying of pesticides/herbicides, repairs and patches to streets, sidewalks and curbs, maintenance of park and stadium facilities, cleaning buildings, shelters, and restrooms.

Responsible for corrective action of Maintenance Staff in overall areas of performance standards in performing their duties and responsibilities.

Responsible for timekeeping and Paycor payroll management for full-time and part-time employees.

Performs all other duties as assigned.

Required Knowledge, Skills, and Abilities:

Education: Four-year college degree with a major in recreation, physical education, sports management, or closely related field. A master's degree is highly desirable. Although a degree is preferred, extensive experience in a like position with similar duties and responsibilities may be substituted for all or part of the educational requirement.

Experience: Three to five years' experience in recreation/athletic programming or equivalent preferred. Working knowledge of computers combined with a thorough knowledge of scheduling, event planning and follow-up.

Knowledge and Ability: Required good understanding of basic philosophy underlying a sound community recreational athletic program.

Ability to communicate effectively both verbally and in writing. Must possess good working knowledge of computer sports programs, computer scheduling and ability to maintain a computer working file.

Ability to maintain a good working relationship with staff and promote a positive image through daily interaction with the public.

Extensive knowledge of recreation athletic skills and methods, and of community resources available to assist in the formulation of a well-rounded community athletic programs.

Ability to work cooperatively with community representatives, private organizations, and special interest groups. Design and implement Affiliate Agreements with each group.

Ability to work independently and maintain a flexible schedule.

General Requirements:

Must be able to read and write and have good command of the English language.

Good oral and written communication.

Physical capabilities – lifts 50 pounds, squat, bend and move as necessary for the job.

Must be able to perform basic mathematics.

Must have basic proficiency of Microsoft Excel and Word.

Must possess a valid Illinois Driver's License.

Must possess professional phone skills and work well with the public.

Must present a neat and professional appearance.

Responsible for following policies and procedures outlined in Springfield Park District employee manual.

The Springfield Park District is committed to the provisions of Equal Employment Opportunities and Affirmative Action to its applicants regardless of race, color, religion, ancestry, age sex, marital or veterans' status, national origin, disability or any other legally protected status.