



## **Athletic Supervisor**

### **Oak Lawn Park District**

**Contact Name:** Cate Coyle

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**Closing Date:**

**Salary:** \$40,000 + DOQ

#### **Description:**

The Oak Lawn Park District Community Pavilion is seeking a highly organized individual with excellent communication and customer service skills for the role of Athletic Supervisor. This is a full time, exempt position. The position will oversee adult athletics, youth intramural programming, Turkey Shoot and assist in the operation of the FLASH Before and After School Program at the Community Pavilion. Our adult athletics include our 100+ team Summer and Fall Softball Leagues, as well as Men's Basketball, Women's & Co-Rec Volleyball and more.

#### **BENEFITS**

The Oak Lawn Park District is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure and maintain a work/life balance. Some of the many benefits we offer include: Medical, Dental and Vision Care; Pension Plan (IMRF); Paid-Time Off (Vacation, Sick-time, Holidays); Employee discounts at park district facilities and for programs- free use of all fitness facilities for employees; Monthly Healthy Living Club Meetings- provide staff an opportunity to try different forms of recreational activities at no cost.

#### **QUALIFICATIONS**

Graduation from an accredited university with a Bachelor's degree in recreation or a related discipline. At least two years of work experience in the field of recreation is desirable.

#### **IMMEDIATE SUPERVISOR**

The Recreation Supervisor reports to the Pavilion General Manager.

#### **ESSENTIAL FUNCTIONS**

- Coordinate adult athletic leagues, including volleyball, basketball, softball.
- Hire, train and schedule athletics staff and referees.
- Create and post league schedules and standings in a timely manner.
- Communicate softball game schedules to the outdoor maintenance department.
- Will work with NSA to schedule umpires for softball league games.
- Monitor current trends in adult athletics and offer relevant and attractive programming to accommodate a variety of sports and skill levels.

- Assist in daily the operations of the FLASH Before and After School Program.
- Plan and schedule field trips and break camps.
- Order supplies and snacks.
- Distribute accurate attendance information and maintain attendance records.
- Communicate the field schedule and other pertinent information to the outdoor maintenance department and the concessions supervisor in a timely manner.
- Program lighting schedule as needed.
- Create invoices and process payments.
- Promote and facilitate the Turkey Shoot special event.
- Work with the PR & Marketing Department to create advertisements and promotional materials for programming on a regular basis.
- Will evaluate non-contracted programming and operations on a regular basis to insure we are meeting or exceeding the required 30% profit margin on revenue to cover overhead expenses.
- Will be required to work back to school event as well as Halloween event.
- If a major event occurs that limits park district operations or forces a park district shut down and restricts employee from performing their normal job duties they may be assigned to duties outside of their job description as warranted by the situation.
- Assist in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties.
- Other duties as assigned.

#### MARGINAL FUNCTIONS

- Observe and enforce the practical safety rules, regulations and procedures established by the safety program
- Attend meetings with other departments in the park district to keep informed of events within the district

#### PHYSICAL CONSIDERATIONS

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 50 pounds at times

#### PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work closely with co-workers
- Must be able to work well with the general public

#### ENVIRONMENTAL CONSIDERATIONS

- Worker must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind, and rain)
- Indoor environmental conditions will include lighting and temperature

#### COGNITIVE CONSIDERATIONS

- The ability to read, write, and organize materials
- Must be able to follow directions - oral and written

#### REQUIRED CERTIFICATIONS

- CPRP Recommended

Interested candidates should email resume and cover letter to Cate Coyle at [ccoyle@olparks.com](mailto:ccoyle@olparks.com).