



## **Athletics Supervisor**

### **Glen Ellyn Park District**

**Contact Name:** Lynn Wiltfong

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**Closing Date:**

**Salary:** \$48,000- \$55,000/yr. depending on qualifications

#### **Description:**

##### **JOB SUMMARY**

Under the direction and supervision of the Superintendent of Athletics, the Athletics Supervisor will be responsible for the planning and general administration of various athletics programs including recreational and travel soccer, Cyclones Volleyball, Field Hockey, and Running Club. This position will also coordinate and oversee the Turkey Trot Run and assist with summer sports camps.

Responsibilities include staffing, to include volunteer coaches, scheduling, customer service, budgeting, organizing, publicizing, and safety of all assigned program areas, tournaments, and other services to promote athletics to members and the community. Other duties include but are not limited to: updating brochure (or equivalent), public relations/marketing, staff training, performance management, program instruction, inventory tracking and purchasing, and other duties as assigned. This is an at-will position.

**Hours:** Generally, Monday – Friday 8:30 am – 5:00 pm, with some evenings and weekends

**Location:** Spring Ave. Recreation Center, 185 Spring Ave., Glen Ellyn, IL 60137

##### **EDUCATION, EXPERIENCE, AND TRAINING**

The ideal candidate will be passionate about athletics and the field of recreation with a self-motivated, resourceful, ambitious, and energetic personality. Interest and experience in developing and expanding programming in various areas to fill gaps and create niches. Youth athletic programming experience is required, especially soccer. Adult athletic programming and race management experience is a plus. A Bachelor's degree in Recreation, Physical Education, Sports Management, or a related field is required or an equivalent combination of training and experience. At least three years of supervisory experience is preferred. Certified Parks & Recreation Professional (CPRP) designation is a plus. Experience and understanding of facility scheduling, volunteer management, athletics administration, customer service, budgeting, personnel procedures, and safety are required. Excellent customer service skills with strong and effective communication skills in both verbal and written format. Proficient in MS Office Suite (Word, Excel, and Outlook). Recreation Software experience is preferred, ActiveNet knowledge is a plus. Possess attention to detail, strong organizational and time management skills, with the ability to shift priorities and multi-task. Capacity to work independently and as part of a team is essential. Must have CPR/First Aid training or receive within 3 months of hire. Must have a valid driver's license and provide own transportation. Available for flexible work schedule,

including evenings and weekends.

The Glen Ellyn Park District is a local governmental agency serving residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. The Park District has 29 parks that are meticulously maintained for the community's use in both unstructured recreation and programmed events. The Park District operates one outdoor aquatic facility, two recreation centers, three athletic field complexes, 23 playgrounds, two lakes, the Ackerman Sports & Fitness Center, Holes and Knolls Miniature Golf Course, Maryknoll Splash Pad, and the recently renovated Lake Ellyn Boathouse. We are an Equal Opportunity Employer, and our mission is to "foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future." We welcome you to apply to become a part of our great TEAM!

#### BENEFITS WE OFFER:

- Medical Coverage, PPO or HMO option
- Prescription Coverage
- Dental Coverage
- Vision Reimbursement Program
- Paid Time Off (Vacation, Sick, Holiday & Floating Holidays) & Paid Emergency Leave
- Employer Paid Life Insurance and Optional Voluntary Life Insurance Plans
- Pension / Defined Benefit Plan (IL Municipal Retirement Fund)
- Short- and Long-Term Disability (IMRF)
- Free Fitness Membership & Wellness Program
- Employee Assistance Program
- Professional Membership and Continuing Education
- Tuition Reimbursement

To apply please go to: <https://www.applitrack.com/gepark/onlineapp/>

Please complete an employment application online and include a resume and cover letter. Thank you.