



## **Athletic Supervisor**

### **Maywood Park District**

**Contact Name:** Lonette Hall

**Contact E-mail:** Director.Hall@maywoodparkdistrict.org

**Contact Phone:** 708-967-4207

**Closing Date:** 2022-07-18

**Salary:** \$40,000 - \$43,000

#### **Description:**

The Athletic Supervisor is responsible for the operation and organization of the Maywood Masonic Campus, Athletic program coordination and fitness programmings.

Qualifications: To perform this job successfully, and individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

#### **General Administration:**

Research, analyze, review, recommend and interpretation of facility and program fees and appropriate policies.

Purchase and maintain inventory of supplies and merchandise as required and within adopted guidelines.

Attend professional educational training and remain informed on current trends and issues in related areas of responsibilities.

Work with sports affiliates for scheduling of fields and completing yearly affiliate agreement.

#### **Personnel Management:**

Supervision, recruitment, selection, hiring, training, evaluation of staff according to adopted policies.

Organize or conduct appropriate safety trainings for staff and volunteers.

Establish personnel quality control systems for ensuring customer satisfaction. Maintain accurate payroll and personnel records.

#### **Planning:**

Evaluate customer/community interests and assess needs, make recommendation on facilities /programs.

Review and recommend independent contractor agreements for various areas of operation.

Develop and implement written cooperative agreements with related community user groups.

#### **Public Relations:**

Maintain daily written and verbal communication with customers, staff agencies, organizations and individuals. Develop and maintain high customer service standards. Work special events in district and attend other community events as requested.

Safety, Health and Loss Control,

Be familiar with the district policies. Be familiar with the safe operation of any equipment necessary in accomplishing required tasks. Responsible for providing all injury, illness and health information required by the Park District. Maintain all AED equipment in the facility.

The position is full-time and salary is dependent on qualifications. Package includes:

Medical Coverage, (PPO or HMO), Dental, Prescription, Vision, Life. Paid time off, Professional Membership, Park District Facility Discounts and Usage Benefits.

Send Resume, Reference Letters to Maywood Park District, 921 S. 9th Ave., Maywood, IL. 60153

Attention: Lonette Hall, Executive Director. 708-344-4740 ext. 1

Director.Hall@maywoodparkdistrict.org.