



Supervisor of Athletics

Pleasure Driveway & P.D. of Peoria

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$65,000 - \$74,000 per year

Description:

JOB OPENING - RECREATION DIVISION

SUPERVISOR OF ATHLETICS

POSITION: FULL TIME

Starting salary range: \$65,000 - \$74,000 annually based on qualifications & experience.

OUR MISSION: We contribute to a healthy and vibrant Peoria community by responsibly using our District resources to offer high quality parks and recreation experiences to those who live, work and play in our District.

OVERVIEW: Under the supervision of the Superintendent of Recreation, the Supervisor of Athletics is responsible for a number of duties described below, including: youth and adult sports leagues and clinics to include baseball, softball, basketball, soccer, tennis, and others as budgeted and assigned by the Superintendent of Recreation; mobile seasonal sports programming in parks and facilities focused on engaging youth and families; and for coordinating various school grant programs as identified.

RESPONSIBILITIES

- Developing and maintaining relevant programs and services with overall goals and objectives in accordance with the Recreation Division and the Park District.
- Evaluating department programs and services and conferring with the general public regarding interests and needs.
- Conferring with representatives of public and private agencies and other community organizations to coordinate recreation/education programming; soliciting the input in the development of program planning to meet community interests and needs; coordinating recreation/athletics programming; scheduling among program areas within the department and maintaining good working relationships among staff members.
- Acting as liaison with community school districts, agencies, and other groups to strengthen relationships and better coordinate cooperative services and programming with an emphasis on sports.
- Providing direct supervision to relevant full and part time staff as designated by the Executive

Director of Parks and Recreation.

- Performing varied public relations duties for the promotion of Park District programs and facilities; speaking before local groups and organizations; coordinating promotional and advertising campaigns.
- Preparing athletics and relevant mobile programming budgets; maintaining department operations within existing budgetary limitations.
- Preparing and submitting appropriate records and reports of department operations and activities necessary to support administrative policy and relevant grant requirements.
- Conducting regular meetings with subordinate staff; making presentations regarding department programs and facilities to Park District committees as requested; assisting in representing the interests of the department before the Board as requested.
- Inspecting, monitoring, and maintaining those physical facilities utilized within the department operations and activities.
- Following all safety procedures that pertain to the duties performed. Supporting all aspects of the Park District safety program.
- Performing all other duties as assigned.

SUCCESSFUL CANDIDATES WILL HAVE

- Four-year college degree with major in recreation, physical education, sports management, or closely related field. Master's degree in related field is highly desirable.
- Four years or more of professional experience with at least two years in a supervisory capacity in recreation, sports management, and physical education or closely related activities.
- Understanding of basic philosophy underlying a sound community recreation sports program and ability to interpret that philosophy to staff and the public.
- Understanding of industry trends and research regarding the importance of leisure in people's daily lives, and ability to link that knowledge within programs and services specific to local community needs and interests.
- Understanding of park district code, policy manuals, and various local ordinances with ability to apply and interpret knowledge in practical situations related to management and operation of program services.
- Extensive knowledge of the principles, practices, and procedures of sound business management relating to recreation and sports programming, service delivery, and evaluation.
- Extensive knowledge of recreation sports skills and methods, and of community resources available to assist in the formulation of a well-rounded community sports and athletics program.
- Extensive knowledge of effective supervisory practices as they relate to personnel, financial, administrative, and program/facilities management.
- Working knowledge of the equipment and supplies needed in recreation, sports, and athletics settings.
- Ability to perform varied public relations duties for the promotion of park district goals and objectives.
- Ability to effectively coordinate, supervise and evaluate the duties and responsibilities of subordinate personnel engaged in a wide-ranging spectrum of recreational sports and athletics programming.
- Ability to work cooperatively with fellow staff, community representatives, private organizations, and special interest groups.
- Ability to develop and implement effective management tools and prepare records and reports.
- Ability to formulate budgets and maintain operations within the confines of existing budgetary

allowances.

- Ability to communicate effectively both verbally and in writing.

BENEFITS AND PERKS

- Paid sick days, vacation days and holidays.
- Longevity bonus program and wellness program.
- Pension and retirement programs and Social Security participating.
- Exceptional health plan.
- Paid Life Insurance.
- Disability Insurance.
- Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

HOW TO APPLY

- View Employment Opportunities and complete an online application in the “Join Our Team” section at www.peoriaparks.org.
- Applicants may submit a resume’, but to be fully considered for this position an online application must be completed.
- While we appreciate all submissions, due to high volume, only those applicants who are selected for interview will be contacted.
- Applications will be reviewed until position is filled.
- The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law. All qualified individuals are encouraged to apply.
- AN EQUAL OPPORTUNITY EMPLOYER.