



## **Athletics Coordinator**

Pleasure Driveway & P.D. of Peoria

**Contact Name:**  
**Contact E-mail:**  
**Contact Phone:**  
**Closing Date:**  
**Salary:** \$36,000 - \$42,000

**Description:**  
JOB OPENING - RECREATION DIVISION  
ATHLETICS COORDINATOR  
POSITION: FULL TIME

Starting salary range: \$36,000 - \$42,000 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 Supervisor of Athletics, the Athletics Coordinator is responsible for the following: Adult Softball, Youth Soccer, Youth Baseball, and other sports programs and special events as assigned; supervises part-time staff; assists the Supervisor of Athletics in meeting current and future needs of the community, acts as liaison with community soccer, tennis, lacrosse, and baseball groups, helps coordinate the department's fundraising/sponsorship program.

### **RESPONSIBILITIES**

- Coordination of the planning, marketing/promotion, scheduling, implementation, and evaluation of assigned sports programs and special events.
- Inspection, maintenance, and monitoring of facilities utilized by the Athletics Department to facilitate said sports programs and special events.
- Facilitation of relevant rentals for public or private use.
- Development of goals and objectives for programs and services in accordance with overall goals of the Park District. Active involvement in the formulation of the Athletic & Recreation Services budget as related to areas of responsibilities.
- Establishment and maintenance of good working relationships with community sports organizations, community school districts, agencies, and groups to strengthen relationships and better coordinate cooperative services and programming.
- Support of Peoria Park District facility administration as directed to ensure consistent service to the

community.

- Assistance with the purchase and inventory of supplies and equipment within the sports program area.
- Focus on meeting community needs for sports program participation through the regular addition of new programs and the improvement/expansion of existing programs.
- Preparation and submission of records and reports including registration, attendance, payroll, schedules, and other documentation as requested.
- Enforcement of Peoria Park District rules, policies, and procedures and maintenance of proper safety guidelines. 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 a major in recreation, physical education, sports management, or closely related field. 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.
- At least two years of experience working in recreation/sports programming or equivalent preferred. Working knowledge of computers combined with a thorough knowledge of computers combined with a thorough knowledge of scheduling, event planning and follow up.
- Requires good understanding of basic philosophy underlying a sound community recreational sports program. Extensive knowledge of recreation sports skills and methods, and of community resources available to assist in the formulation of a well-rounded community sports program. Ability to communicate effectively both verbally and in writing.
- Ability to maintain a good working relationship with staff and promote a positive image through daily interaction with the public. Ability to work cooperatively with diverse populations, community groups, private organizations, and special interest groups.
- Ability to work independently and maintain a flexible schedule. Ability to work evenings and weekends as assigned.

#### 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](http://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.