



Athletic Supervisor

Bloomingtondale Park District

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Closing Date:

Salary: \$50,000 starting DOQ

Description:

Bloomingtondale Park District

Job Description

Athletic Supervisor

Function:

The Athletic Supervisor position is a full-time position responsible for the planning, promotion, organization, evaluation, and management of District athletic programs, leagues, gymnastics, and assigned special events.

Immediate Supervisor:

The Athletic Supervisor reports to the Recreation and Facility Manager.

Benefits:

- Health insurance (HMO or PPO), with reasonable employee contribution for employee, spouse, and dependents.
- Dental insurance for employee, spouse, and dependents, with reasonable employee contribution.
- Vision insurance for the employee, spouse, and dependents, with reasonable employee contribution.
- Free \$25,000 life insurance, with an option to add additional coverage at minimal charge.
- Free employee assistant plan (EAP) for everyone in household or on insurance plan.
- Free daycare for children three (3) years of age and older in daycare type programs such as preschool, preschool extended care, day camps, sunrise/sunset extended care, Schools Out!, and Kids' Place programs.
- Pension plan through the Illinois Municipal Retirement Fund: employee contribution of approximately 4.5%, employer contribution 9-12%.
- Paid time off including 12 sick days per year, 10 vacation days to start, 4 personal days (pro-rated first year), 10 holidays.
- Free use of the fitness center and water park.
- Free rental of space (pay staffing costs only).

- Free registration for all Park District non-contractual programs for employees and employees' immediate family.
- Educational opportunities, including tuition reimbursement and professional memberships and certifications.

Qualifications:

Degree from a four-year college or university with major course work in recreation, sports management, or related field with 1-2 years of experience in athletic programming or any equivalent combination of training and experience. Previous athletic management experience preferred. Professional certification preferred.

Required Competencies:

- Ability to work with the public in an effective and professional manner.
- Knowledge of general budgeting principles and ability to comprehend and determine program budgets for assigned program areas.
- Knowledge of managing all safety aspects of athletic programs.
- Experience in athletic program management.
- Experience in athletic league management.
- Experience in gymnastics instructional and competitive program management preferred.
- Ability to provide high-quality customer service, problem solve and make sound decisions based on gathered data.
- Excellent organizational and time management skills with attention to detail.
- Ability to work effectively with volunteers, full-time, part-time, seasonal, and administrative staff to reach the goals of the District.
- Ability to effectively communicate both orally and in writing and identify and implement current industry trends.
- Proficient in Outlook, Word, Excel, and PowerPoint. RecTrac experience a plus.
- Capacity to utilize computer skills, including demonstrated proficiencies in WORD, Excel, Outlook, database applications, online research, and website navigation.
- Ability to follow directions, communicate verbally and in writing, and comprehend printed materials.
- Ability to recruit, hire, train, and supervise part-time and seasonal staff (and volunteers) to result in quality programs and customer service.
- Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government.
- Capacity to utilize effective time management skills.
- Ability to work under the stress of multiple deadlines and constant interruptions.
- Provide efficient and timely responses to requests from other departments and the public.
- Willingness and ability to become proficient in the District's recreation (RecTrac) and financial software (Incode) programs, Paylocity, and Time Clock Plus.
- Ability and/or willingness to learn to drive a 14-passenger vehicle/bus.
- Available to regularly work evenings and weekends.
- Possess a valid driver's license.
- First Aid, CPR, and AED certified or ability to obtain within 30 days of employment.

Essential Functions:

- Manage, maintain, and promote District-wide athletic programs, including but not limited to youth instructional sports, youth/adult leagues, contractual sports programs, and special events.
- Develop and implement quality programs for all ages.
- Hire, supervise, and train part-time and seasonal employees to safely lead quality sports programs for the community.
- Prepare material for assigned program areas including the seasonal brochure, rental forms, registration forms, and facility schedules.
- Manage contractual and instructional sports programs.
- Manage and supervise part-time and seasonal staff, including but not limited to hiring, training, and scheduling.
- Communicate with the Recreation and Facility Manager on issues that are related to the Athletic Supervisor. This includes programming, customer service, marketing, budgets, hiring and supervising part-time and seasonal staff.
- Develop and implement quality athletic programs that meet the needs of the public as well as the long and short-term goals of the District.
- Develop and implement quality sports party options that meet the needs of the public as well as the long and short-term goals of the District.
- Develop and implement programs and parties that utilize the Traversing Wall that meet the needs of the public as well as the long and short-term goals of the District.
- Responsible for the management of the Bloomingdale Beamers Gymnastics programs, including but not limited to staff training, customer service, staff scheduling, program development, facility and equipment safety, interviewing, hiring, and evaluating staff, and development of manuals and procedures.
- Recruit and train athletic volunteers and coaches.
- Responsible for the development of sports staff and volunteer manuals.
- Responsible for the development of sports participant manuals.
- Continually identify nationwide and local trends. Develop and implement similar programs and opportunities for residents and participants.
- Work closely with local organizations and schools to strengthen and maintain a positive cooperative working relationship.
- Prepare and submit promotional material for assigned program areas and facilities for the seasonal brochure, flyers, and website.
- Prepare and maintain budgets for assigned program areas and facilities that are cost effective and meet the monetary goals of the Park District.
- Practice exceptional public relations that promote a positive image of the Park District.
- Continually evaluate programs and facilities to ensure the needs of the public and the goals of the Park District are being met.
- Exhibit and encourage CHARACTER COUNTS! in the workplace and District programs and facilities.
- Properly orient new employees. Provide thorough job instruction training and in-service training to part-time and seasonal employees.
- Actively support the safety program and related programs including following/enforcing safety rules,

reporting accidents and injuries, and developing ideas for the prevention of future incidents.

- Develop and coordinate assigned special events.
- Directly supervise and manage seasonal and part time employees, including recruiting, hiring, training, scheduling, mentoring, and evaluating.
- Develop and nurture a working relationship with volunteer athletic associations, affiliates, and athletic board/parent groups.
- Conduct youth Sports Council quarterly meetings.

Marginal Functions:

- Assist with all phases of clerical work such as: filing, answering telephone, typing of letters and memorandums, assisting customers, updating monthly calendar and bulletin board, and updating the rainout line. Cross train at front desk on accepting, verifying, and processing program registrations; contacting participants for cancelled classes and wait lists; and preparing rosters for programs.
- Assist in other programming areas that are not directly related to the Athletic Supervisor's assigned responsibilities.
- Assist with the development and implementation of special events.
- Continually develop as a professional, attending workshops and networking with other professionals that will promote new innovative sports programming and party ideas.
- Perform other duties as assigned by the Recreation and Facility Manager and Director of Recreation.

Hours of Work and Compensation:

The position of Athletic Supervisor is a full-time position and shall be paid every two weeks at an agreed salary. This position is classified as an exempt employee status and will work a minimum of 40 hours per week. However, as a professional employee in the park and recreation field, it shall be assumed that hours beyond the minimum, including evenings and weekends, will be expected. Flex/comp time may be used to avoid burnout. The starting salary for this position is \$50,000 DOQ.

Psychological Considerations:

The Athletic Supervisor may feel pressure from long hours and needs from staff, patrons, and volunteers. The Athletic Supervisor may feel additional pressure from having to meet deadlines and coordinating part-time and seasonal staff. The Athletic Supervisor must be highly organized and have the ability to prioritize projects and handle several projects at the same time.

Physiological Considerations:

The Athletic Supervisor must expect to work prolonged days, some of which may include long periods of time on their feet and lifting or moving supplies and equipment. This position is both an office and physical one.

Environmental Considerations:

The Athletic Supervisor may be exposed to outdoor elements while driving to/from or supervising activities. Prolonged hours with exposure to sun, heat, rain, snow, or other natural elements should be expected. When involved with programs that are held indoors, the Athletic Supervisor may be exposed to conditions such as lighting and temperature.

Cognitive Considerations:

The Athletic Supervisor must possess both the ability to carry out instructions given by the Recreation and Facility Manager and think quickly and make decisive action on their own. The Athletic Supervisor must have the ability to present ideas and recommendations in a clear and concise manner both orally and in writing. The Athletic Supervisor must exhibit good problem-solving skills and good

judgment in keeping with the mission of the Park District.

Job Type: Full-time

Pay: \$50,000.00 per year DOQ

11/14/22sv