



## **Sports Coordinator**

Wilmette Park District

**Contact Name:** Carol Heafey  
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**Closing Date:**  
**Salary:** \$24/hr - DOQ

### **Description:**

Sports Coordinator

IMRF - PT1-ACA position

30-35 hours/week

Job Summary: Under the direction of the Recreation Supervisor, responsible for assisting in the planning and organization of assigned youth and adult athletic leagues and programs. Evening and weekend hours required. Exact schedule to be determined by the Recreation Supervisor and may vary based on the season.

Supervisory Responsibilities:

- None

Essential Duties/Responsibilities:

- Field supervisor for youth and adult leagues both at fields and in facilities
- Participate in coaches and captains meetings
- Serve as liaison to all officials/official associations
- Coordinate game schedules, rainouts, and playoff schedules
- Maintain Rainout Line information
- Creates league schedules and maintains online league standings
- Assist in creation of team rosters
- Lead up to 10 hours of youth classes and clinics each week
- Substitute classes and clinics as needed
- Maintains inventory of athletic equipment
- Compile and submit to the Recreation Supervisor accurate program records and accident/incident reports
- Act as liaison with appropriate Parks and Planning staff regarding field scheduling, field conditions, makeup games and cancellations

- Coordinate and occasionally lead Sports Birthday Parties
- Actively support the agency's risk management protocol that will effectively control and reduce accidents
- Obey the practical safety rules, regulations and procedures established by the Safety Committee, attend and participate in required safety trainings
- Promptly report all unsafe actions, practices or conditions to the Recreation Supervisor
- Create a safe, engaging environment through the framework of field rentals
- Set-up and take down of any equipment dependent on league
- Communicate with other Park District staff, supervisors and team leaders as needed

Required Skills/Abilities (Technology, Mathematical, Language):

- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions
- Ability to project across a large area with clear and concise language
- Ability to maintain self-control and composure in high stress and/or difficult situations
- Ability to work independently and problem solve

Education and/or Experience:

- Must be at least 18 years of age
- Knowledge of the league sports, including but not limited to rules, equipment, and playing area

Physical Requirements/Work Environment:

- Must be able to work outdoors in various seasons
- Must be able to walk back and forth on the length of soccer field, softball play fields and basketball courts
- Ability to lift 50 pounds for a distance of 25 yards

Required Certificates/Licenses/Registrations:

- Valid Illinois Driver's license
- First Aid Certification obtained within 6 months provided by Wilmette Park District