



FT Director of Soccer Operations

Glen Ellyn Park District

Contact Name: Lynn Wiltfong

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Contact Phone: 1(630)942-7259

Closing Date:

Salary: \$52,000 - \$62,000/yr. DOQ

Description:

Do you have a passion for Soccer with the desire to see children improve their skills? Are you looking to take your leadership and management skills to the next level by administering a travel program with 46 teams and 600+ players; and nearly 1,000 participants each season in our spring and fall house leagues, camps, and clinics? This position is not for the faint of heart, we will keep you on your toes, but think of all of the lives you'll be impacting and influencing!

JOB SUMMARY:

Under the direction and supervision of the Superintendent of Athletics, the Director of Soccer Operations administers the daily operation of the various Glen Ellyn Park District soccer programs including but not limited to: Glen Ellyn Lakers and Midwest FC travel soccer programs, House Soccer leagues, camps, clinics, and tournaments to promote soccer to members of the community and the surrounding area. Responsibilities include staffing, to include volunteer coaches and contracted trainers, player and coach training, development, and safety, facility/team scheduling, providing quality customer service, as well as budgeting, purchasing and inventory management. Will oversee all aspects of the Glen Ellyn Lakers Fall Classic Travel Soccer Tournament for 150+ teams. Other duties include but are not limited to: marketing, publicity and outreach to local schools and clubs, updating quarterly activity guide/Playbook, inventory tracking, purchasing and distribution of team uniforms and equipment, performance/behavior management, possible program instruction and/or coaching, and other duties as assigned. This is an at-will position.

Hours: Generally, Monday – Friday 8:30am - 5:00pm, with weekend and evening availability

Location: Spring Ave. Recreation Center – 185 Spring Ave., Glen Ellyn, IL 60137

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EDUCATION, EXPERIENCE, AND TRAINING

- The ideal candidate will be passionate about soccer and the field of recreation with a self-motivated, resourceful, ambitious, and energetic personality.
- Interest and experience in developing and expanding programming in various areas to fill gaps and create niches.
- Youth athletic programming experience is required, with knowledge of rules and regulations to facilitate successful management of large travel and house soccer programs.
- A Bachelor's degree in Recreation, Physical Education, Sports Management, or a related field is required or an equivalent combination of training and experience.
- Soccer coaching and playing experience is preferred with a U.S. Soccer Class "D" Coaching License being ideal. Familiarity with YSSL and IWSL rules and regulations is a plus.
- Supervisory or leadership skills are preferred with the ability to assert yourself and hold your ground when needed.
- Experience and understanding of athletics administration, facility scheduling, and volunteer management are essential for these large programs.
- Strong organizational and time management skills with attention to detail is critical, as well as the ability to pivot and shift priorities.
- Excellent customer service skills with strong and effective communication skills in both verbal and written format to address parents, staff, and participants.
- Proficient in MS Office Suite (Word, Excel, and Outlook) with the ability to learn other systems quickly. Recreation Software experience is preferred, ActiveNet and GotSoccer knowledge are an advantage.
- Capacity to work independently and as part of a team is essential.
- CPR/First Aid training is preferred or will be provided within 3 months of hire.
- A valid driver's license, reliable transportation, and familiarity with the Glen Ellyn area is helpful.
- Flexibility with work schedule with evening and weekend work required.

The Glen Ellyn Park District is a local governmental agency serving residents of the Village of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. The Park District has 29 parks that are meticulously maintained for the community's use in both unstructured recreation and programmed events. The District operates one outdoor aquatic facility, two recreation centers, three athletic field complexes, 23 playgrounds, two lakes, the Ackerman Sports & Fitness Center, Holes and Knolls Miniature Golf Course, Maryknoll Splash Pad, and the recently renovated Lake Ellyn Boathouse. We are an Equal Opportunity Employer, and our mission is to "foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future." We welcome you to apply to become a part of our great TEAM!

BENEFITS WE OFFER:

- Medical Coverage, PPO or HMO option
- Dental Coverage

- Vision Reimbursement Program
- Prescription Coverage
- Employer Paid Life Insurance
- Voluntary Optional Insurance Plans
- Paid Time Off & Paid Emergency Leave
- Free Fitness Membership & Wellness Program
- Pension / Defined Benefit Plan (IL Municipal Retirement Fund)
- Short- and Long-Term Disability (IMRF)
- Professional Membership & Continuing Education
- Tuition Reimbursement
- Employee Assistance Program

To apply for this position, go to gepark.org/jobs or directly to:
<https://www.applitrack.com/gepark/onlineapp>

Please complete an employment application online and include a resume and cover letter. Thank You!