



## **Athletic Supervisor**

### Midlothian Park District

**Contact Name:** Jennifer Yuska

**Contact E-mail:** [jyuska@midlothianparkdistrict.org](mailto:jyuska@midlothianparkdistrict.org)

**Contact Phone:** (708) 371-6191 ext. 103

**Closing Date:**

**Salary:** \$44,000 - \$50,000 DOQ

#### **Description:**

Under the direction of the Superintendent of Recreation, the Athletic Supervisor will assist with planning and executing a wide variety of recreational athletic programming for all age groups. This person will also assist with the production of the seasonal brochures, monthly flyers, and website.

Duties Include:

- Plan, implement, and evaluate athletic programs
- Plan, implement, and evaluate all Athletic Leagues
- Assist in Memorial Park Field Rentals
- Hire, schedule, and supervise staff
- Assist other staff with programs and events
- Assist Superintendent of Recreation in developing the recreation budget
- Evaluate equipment and submit purchase requests each season
- Submit information for the monthly recreation Board Report
- Keep track of recreation budget lines and report to Superintendent of Recreation
- Attend conferences and meetings to further recreation knowledge
- Serve as a substitute for employees when needed.
- Assist with public relations/marketing of classes & events
- Evening, weekend, and holiday hours will be required
- Must perform assigned tasks in a safe manner and follow safety policies and procedures.
- Other duties as assigned

Qualifications:

- Bachelor's Degree in Recreation or related field
- Experience in planning and executing recreational programs/leagues
- Basic understanding of an operating budget.

- CPRP preferred or able to obtain within first 6 months of employment

Benefits:

- Paid Individual Health Insurance
- Paid Employee Assistance Program (EAP)
- Free/Discounted Park District Programs
- IMRF Position

Please send resume by mail to:

Midlothian Park District

14500 S. Kostner Ave.

Midlothian, IL 60445

Attn: Jennifer Yuska

Or email to: [jyuska@midlothianparkdistrict.org](mailto:jyuska@midlothianparkdistrict.org)