



Athletic Supervisor

Lemont Park District

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Closing Date:

Salary: \$47,000.00 DOQ

Description:

Join the Lemont Park District and be part of the fun and excitement that comes with a fast-growing environment. The Lemont Park District serves the Village of Lemont, approximately 20,000 residents. The park district is a vital agency to the community's residents and surrounding area, offering open park space, premium facilities, programs, special events and more. Facilities include an outdoor aquatic facility, baseball fields, Centennial Community Center, outdoor tennis/basketball/pickleball courts, The CORE Fitness & Aquatic Complex, playgrounds, gymnastics gym, a six-lane indoor pool and much more.

The Athletic Supervisor is responsible for planning, budgeting, organizing, publicizing, staffing, scheduling, and the safety of all Lemont Park District athletic related programs. This position is responsible for the following but not limited to; all sports programs (both youth and adults), softball, basketball, volleyball, tennis, pickleball, golf, racquetball, wallyball, contracted programs and in-house leagues including the Recreational Soccer League, Rookie Rec Hoops League, Recreational and Travel Basketball Leagues, Flag Football League, Coaches ASEP Clinic and other special events.

Essential Job Functions and Responsibilities:

- Implement all athletic programming from inception to conclusion including the hiring of staff and/or independent contractor(s); the purchase of related equipment and supplies; scheduling facilities; marketing; and conducting of end-of-program surveys.
- Research the recreational needs and interests of the community. Determine qualifications, offerings, content, and staffing need for each program.
- Compare and gauge program content through observation, past and current attendance records, surveys, and participant comments. Provide financial analysis as required to review, recommend, and interpret fees and policies.
- Prepare the annual program budget, making necessary revenue and expenditure adjustments throughout the year. Administer programs within the adopted budget guidelines, following budget approval. Maintain current accurate records pertaining to all assigned programs including program enrollment and financial recaps after each season.
- Establish and maintain cooperative planning and working relationships with local organizations and businesses to aid in not duplicating program offerings in the community as you work to develop new or expanded programs or services either individually or as assigned.

- Oversee independent contractors' programs and scheduling. Review and approve annual contracts, schedules, and related invoices.
- Update brochures and website, public relations including press releases, program management and class instruction and participating in special events.
- Work collaboratively with the Marketing Department to promote athletic programs efficiently and effectively.
- Utilize recreation and financial software programs.
- Responsible for setting and achieving goals and objectives on time.
- Attend professional conferences and workshops.
- Perform other duties as assigned.

Job Qualifications:

- Bachelor's degree in Recreation Administration or related field.
- Park and recreation administration, customer service and comprehensive program planning skills are required.
- Minimum of three years' experience in related field preferred or any equivalent combination of education, experience, and training.
- Current Certified Park and Recreation Profession (CPRP) status preferred or eligible to acquire within one year of hire.
- Microsoft Word and Excel skills required.
- Valid Illinois Driver's License.
- CPR/AED/First Aid certification within 90 days of hire.
- Ability to lift and/or move up to 50 lbs. with assistance.

Work Environment:

The physical demands of this position are minimal. Most of your job will be at a desk and takes place in a typical office environment, some set up for recreation programming may be necessary. Perform hand and arm movements as when working on a computer keyboard or calculator. Reading handwritten information and writing legibly. Job may include walking, standing, lifting, twisting, bending, or squatting.

To Apply for this position:

<https://lemontparkdistrict.org/employment-opportunities/>