



## **Athletics Supervisor**

### **Addison Park District**

**Contact Name:** Andreia Cardoso

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**Closing Date:**

**Salary:** \$43,000 - \$49,000 DOQ

#### **Description:**

To apply and view the full job description, please visit our website:

ATHLETICS SUPERVISOR - Addison, IL - Addison Park District Jobs ([applicantpro.com](http://applicantpro.com))

#### **Position Summary:**

Under the direction of the Superintendent of Recreation & Revenue Facilities, the Athletics Supervisor is responsible for the supervision, management, and development, of all athletic and team training programs, adult sports leagues, recreational youth sports programs, open gym, and field use scheduling. The Athletics Supervisor is a full-time employee, on-call, and will have fluctuating work hours to accommodate evening and weekend programs.

#### **Essential Duties and Responsibilities:**

- Oversees (planning, organization, and direction) of athletic programs; provides leadership to reporting supervisors by ensuring that athletic/training objectives are met on a consistent basis. Responsible for the budgeting of revenue and expenses of all athletic programs. Displays excellent customer service providing athletes' and coaches' information in a polite, courteous, and professional manner. Partners with the Marketing department to promote all athletic programs and athletic facilities. Creates departmental business plan. Attends monthly athletic association meetings. Promotes, organizes, and stimulates good working relationships with Athletic Associations, schools, and other interest groups serving the residents of Addison. Works collaboratively with recreation team members to ensure facilities run efficiently providing the highest level of customer service to the residents of Addison. Responsible for the supervision of direct reports including hiring, promotion, disciplinary action, and termination. This also includes staff scheduling, training, and performance evaluations. Establishes and maintains effective and cooperative relationships with contractors and outside vendors. Responsible for keeping detailed and organized records and reports. Responsible for all other assigned programs and/or events. Works with Affiliate groups for field, gym, and room reservations. Collaborates with Referee assignor for games. Collaborates with ASD 4 for facility use. Works with third-party vendors for athletic programming. Plan and organize summer sports camp. Collaborates with the parks department on field usage and maintenance.

**Additional Duties and Responsibilities**

Purchases all athletic supplies. Promotes an environment of safety by adhering to and promoting the rules and guidelines of the Addison Park District's safety program. Schedules use of parks port-a-potties. Participates in the Park District Special Events Team. Assists with and/or attends park district special events. Works closely with the parks department in the maintenance of excellent field conditions. Updates and maintains field condition hotline. Other duties and tasks as assigned.

**Required Qualifications:**

Bachelor's degree in Recreation and Parks Administration, Sports Management, Leisure Studies, or related field, and/or equivalent experience. Proven athletic coaching and weight training experience. Minimum of 5 years' experience in athletics or weight training management. Demonstrated leadership ability. Excellent communication skills and enjoyment of working with diverse clients. General knowledge of preparation of association contracts and billing. Have a passion for athletics program development for all age groups and activities. Proficient in Word, Excel, PowerPoint, and other office programs. Fluency in verbal and written English. Preference is given to bilingual candidates. Valid Driver's License. CPR, AED, and First Aid certified within six (6) months of hiring. Fluent in utilizing Quick scores and Rainout line.