



## **Athletics Supervisor**

### **Mt. Prospect Park District**

**Contact Name:** Mary Kiaupa

**Contact E-mail:**

**Contact Phone:** 847-255-5380

**Closing Date:**

**Salary:** \$44,000+, depending on qualifications

#### **Description:**

Incorporated in 1955 and encompassing more than 454 acres, the Mt. Prospect Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming. The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities.

The Mt. Prospect Park District is currently searching for a full-time Athletics Supervisor. Under the direction of the Athletics Manager, the Athletics Supervisor is responsible for planning, implementing and supervising a comprehensive offering of athletic programs, camps and leagues.

Interested candidates can apply online at:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Athletics>

**The starting annual salary for the Athletics Supervisor is \$44,000+, depending on qualifications.** We also offer a generous benefits package including IMRF pension, medical, dental, short-term disability, long-term disability (IMRF), life insurance, VSP vision (discount program), 457 deferred compensation plan, paid time off, and park district usage benefits and facility discounts.

#### **DUTIES:**

Recruit candidates for part-time and contractual employment, review applications, interview, select and recommend candidates for employment.

Design and conduct training, develop work schedules, and supervise and evaluate part-time employees.

Responsible for recruitment, selection, training and supervision of volunteer coaches.

Responsible for regular monitoring of registration, revenue, expenses and attendance figures for youth and adult sports leagues and classes.

Responsible for youth and adult league registration and procedures for player placement on teams.

Serve as a liaison to athletic affiliate organizations including Green White Travel Soccer and Mt. Prospect Football.

Develop athletic operations and capital improvement budgets for areas of responsibility and administer expenditures of budgetary funds as approved by the Board of Commissioners.

Prepare, maintain and submit correct payroll for part-time employees. Approve and monitor leave applications for part-time IMRF employees.

Responsible for monitoring the PPACA database and the hours of part-time non-IMRF employees.

Secure practice and game facility permits and prepare practice and game schedules.

Responsible for managing community athletic permit requests and associated field rules and regulations.

Research and recommend equipment and supply purchases. Involvement includes preparing purchase orders and check requests, submitting accounts payable and creating and maintaining inventory systems.

Responsible for organizing and attending regular athletic advisory committee meetings and coach and parent seminars.

Enforce participant code of conduct and manage customer relationships.

Responsible for regular monthly board reports and departmental reports.

Collect, review, analyze, report and recommend best practices based on participant feedback and programming trends.

Review and update standard operating procedures/manuals/guidelines for athletic programs, camps and leagues on a regular basis.

Provide direct on-site supervision of athletic leagues, programs and events as needed.

Work with Athletics Manager, recreation staff and community members to provide a comprehensive offering of athletic and sports programs to the community.

Maintain and establish productive relationships with outside organizations that provide programs and services to enhance athletic and sports programs for the community.

Serve as a liaison to School Districts 57, 59 and 214, for facility usage for recreation programs, including scheduling building supervisors/staff and maintaining/following guidelines when using school district equipment.

Submit maintenance requests and serve as liaison to the maintenance department for all athletic related projects and special events.

Work with the Parks and Planning Division to develop a plan for resting/repairing athletic fields and long-range maintenance needs for both indoor and outdoor athletic programs.

Maintain a safe, clean environment. Develop and maintain facility operation standards including documentation of facility/equipment inspection.

Develop, recommend and participate in the planning and development of short and long term goals and future aquatic projects.

Manage customer relationships and provide outstanding customer service.

Coordinate District brochure copy including data entry, proofreading and database updates pertaining to athletic programs. Seasonally, monitor information on the District website, research online and make recommendations for corrections and updates.

Collect, review, analyze, report and recommend best practices based on participant feedback.

Collect, input and update standard operating procedures/manuals/guidelines.

Be proficient with all District policies and procedures. Enforce all state and local laws as well as District rules and policies. Complete required training and ensure reporting staff completes required training.

Serve on District Committees as assigned. Provide input for risk management, safety, security plans, policies and procedures.

Attend regularly scheduled Recreation Division meetings as required.

**Perform all other duties as assigned by the Athletics Manager, Recreation Division Manager, Director of Recreation, and/or the Executive Director. However, in an emergency perform all duties as required.**

#### **QUALIFICATIONS:**

Bachelor's Degree in Recreation Administration/Leisure Studies or a related field. CPRP preferred.

Must have 2+ years of supervisory experience in the recreation industry including previous experience in athletics program management with a demonstrated understanding of all operations. Previous experience managing part-time staff is required.

Must possess sound budgetary skills. Must demonstrate understanding of financial functions of facilities and recreational programming.

Must possess a valid driver's license.

Must be proficient in MS Office, Google Workspace, database software, and internet and website portals.

Strong oral and written communication skills are required. Must be able to communicate effectively with others to allow for coordination of work, safety and in emergency situations as needed.

Must possess a high level of energy, social skills, initiative and enthusiasm. Must be able to work cooperatively with others and be able to work harmoniously and maintain effective relationships with fellow employees, patrons, community groups and other units of local government.

Must be able to work independently under the general direction of the Athletics Manager, Recreation Division Manager and Director of Recreation.

Must be able to maintain self-control and composure in difficult situations. Must be able to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality.

Must be able to adhere to all District policies.

The Athletics Supervisor will be sitting, standing and lifting throughout the day. Must be able to sit or stand for sustained periods of time. Must be able to perform tasks that require walking, bending, stooping, kneeling, climbing and reaching. Must be able to lift 25+ pounds for supplies and other items. Additionally, the Athletics Supervisor may be exposed to weather conditions including water, sun, high humidity, and excessive heat and cold.

**Due to the needs of the Park District, evening and weekend hours may be required. Your work schedule may vary and your workweek may exceed regular hours at times. Please note that regular and reliable attendance is an essential function of this position.**

**Nothing contained herein shall preclude or limit the Park District from changing this written job description through addition, deletion or modification of essential job duties.**

**The Mt. Prospect Park District is an Equal Opportunity Employer.**