



Athletic Supervisor

Hampshire Township Park District

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Closing Date: 2023-10-01

Salary: \$38,000 - \$42,000

Description:

Athletic Supervisor

Hampshire Township Park District

Full-Time Exempt

Salary Range: \$38,000 - \$42,000

Job Overview:

Reporting to the Recreation Manager, the Athletics Supervisor is tasked with overseeing, managing, and enhancing all athletic programs, adult sports leagues, recreational youth sports initiatives, open gym sessions, and field scheduling. This full-time position requires flexibility, including on-call duties and variable working hours to accommodate evening and weekend programs.

Key Responsibilities:

- Lead the planning, organization, and execution of all athletic programs.
- Provide guidance to reporting coordinators and referees to ensure consistent achievement of athletic objectives.
- Manage the financial aspects of athletic programs, including budgeting revenue and expenses.
- Exhibit exceptional customer service skills and maintain composure in challenging situations.
- Proactively troubleshoot and make confidential, well-informed judgments.
- Collaborate with various departments to promote athletic programs and facilities.
- Attend board meetings as needed and foster positive relationships with Athletic Associations, schools, and interest groups.
- Act as a liaison with School District 300 for facility usage, coordinating schedules and adhering to guidelines.
- Establish and cultivate relationships with contractors, vendors, and Athletic Associations.
- Work closely with the recreation team to ensure efficient facility operations and exceptional customer service.
- Supervise direct reports, including hiring, training, scheduling, and performance evaluations.
- Research and recommend equipment and supply purchases, manage accounts payable, and maintain inventory systems.
- Maintain accurate records and reports, and manage other assigned programs and events.
- Coordinate field, gym, and room reservations with Affiliate groups, including tournament scheduling.
- Collaborate with neighboring Park Districts for local league play and third-party athletic programming.

- Plan and execute summer sports camp and contribute to field usage and maintenance discussions.

Additional Duties:

- Manage the procurement and inventory of athletic supplies.
- Support/attend Park District special events.
- Collaborate with the parks department for optimal field conditions.
- Prepare regular board and departmental reports.
- Collect, analyze, and recommend improvements based on participant feedback and trends.
- Update field conditions on Rainout Line and maintain Teamsideline schedule.
- Track TimeClock Plus records for referees and coordinators.
- Exhibit composure and proactive problem-solving in challenging situations.
- Fulfill other assigned duties as required.

Qualifications:

- Bachelor's degree in Recreation and Parks Administration, Sports Management, Leisure Studies, or a related field, or equivalent experience.
- Minimum of 5 years' experience in athletics management preferred.
- Demonstrated leadership skills and effective communication with diverse clients.
- Strong passion for developing athletics programs across age groups.
- Proficiency in Word, Excel, PowerPoint, and office programs.
- Fluent verbal and written English skills.
- Valid Driver's License.
- CPR, AED, and First Aid certification within six (6) months of hire.
- Willingness to obtain BASSET, Food Handler, and Food Management certification within six (6) months of hire.
- Proficient in Rectrac, Teamsideline, TimeClock Plus, Google Suite, and Rainout line.

Benefits:

- Full time positions are eligible for benefits including medical, dental, life and IMRF retirement.
- Hampshire Township Park District is an equal opportunity employer.