



## **Sports Core Director**

Village of Oak Brook, IL

**Contact Name:** Shelley Henn

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**Closing Date:**

**Salary:** \$116,0616.68 - \$156,964.40 Annually

### **Description:**

**The Village of Oak Brook is accepting applications for the position of Sports Core Director!**

**To review the full description and apply for this position, please submit materials as directed online through the Village of Oak Brook website: <https://oak-brook.org>. Send resume with cover letter, including references and a completed application to: [HR@oak-brook.org](mailto:HR@oak-brook.org)**

### **Purpose of Position**

The Sports Core Director directs the daily operations, supervises staff, and oversees execution of staff and contractual arrangements for the Golf Course, Bath & Tennis Club, and Soccer as well as Village Special Events. This is a Full Time Exempt position.

### **Essential Duties and Responsibilities**

**The following duties are typical for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Ensure contracts, policies, and procedures are followed; lead staff to be accountable while providing a high level of customer service.
- Provide supervision and additional support to the Pool Manager, Golf Club Manager, Tennis Professional, Soccer, Polo, and food service contracted staff for all operational and guest services functions.
- Create, plan, organize and oversee Village Special Events at the Oak Brook Golf Club, Oak Brook Bath, and Tennis facility.
- Coordinate and supervise other Village hosted or sponsored Special Event(s) to include the Taste of Oak Brook and any other events in coordination with the Oak Brook Park District.
- Coordinate marketing and advertising through social media and other outlets the Sports Core facilities, amenities, and programs to increase membership enrollment and Special Event attendance.
- Maintain a safe and secure facility that complies with health and legal regulations.

- Develop and implement an Emergency Response Plan, including the training of staff regarding the plan.
- Schedule facility safety training.
- Follow Village purchasing procedures.
- Manage, inventory and stock office, janitorial and other supplies through Village requests.
- Submit invoices to Finance in a timely and accurate manner.
- Develop, train, implement, and supervise internal control policies and procedures to account for and safeguard handling of public funded merchandise and equipment in the Sports Core.
- Ensure that all contract(s), letter(s) of agreement and written independent contractor agreement(s) are adhered to, ensuring that all Sports Core operations are performed effectively and efficiently with member and staff safety in mind.
- Maintain history of Daily Inspection Checklists – notify appropriate Village department when action is required.
- Provide proper reports and documents to Assistant Village Manager.
- Investigate and resolve complaints from patrons.
- Refer discipline issues and personnel concerns to Human Resources promptly.
- Perform annual evaluations of staff to include the recommendation of recognition and the imposing of discipline.
- Other duties as assigned.

### **Knowledge, Skills, Abilities**

- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Excellent customer service skills.
- Ability to prioritize and route requests through various channels with follow through to remedy.
- Ability to work with patrons in a calm, firm, and respectful manner.
- Ability to create a safe, responsible, welcoming staffing team.
- General knowledge of Golf, Soccer, Tennis, Pool, Food and Beverage operations.

### **Education**

Equivalent to possession of a bachelor's degree in recreation management, park administration, sports management, or related field.

### **Experience**

Two (2) to three (3) years of supervisory experience in the recreational field. The qualifications listed above are guidelines. Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform the job should be considered.

### **Supervision Provided:**

Pool Manager, Golf Club Manager, and contracted personnel.

### **Physical and Mental Abilities Required to Perform Essential Job Functions**

The Sports Core Manager must communicate in English with verbal and written skill capacity and understand and follow complex oral and written instructions.

The Manager is expected to conduct all activities with the public, superiors, department personnel, and all Village employees tactfully, courteously, and professionally.

The ability to exert physical effort that may involve kneeling, stooping, crouching, lifting, carrying, pushing, and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, and sounds associated with job-related objects, materials, and tasks. Ability to sustain prolonged visual concentration.

Ability to work under conditions where exposure to environmental factors such as sun, wind, rain may pose a minimal risk of injury.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them.