



Athletic Supervisor

Oak Lawn Park District

Contact Name: Delaney Harty
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Closing Date:
Salary: \$43,000 + DOQ

Description:

NOW HIRING:

Athletic Supervisor – Racquet, Fitness, and Gymnastics Center

The Athletic Supervisor position is a full-time, exempt position under the direct supervision of the Racquet, Fitness, and Gymnastics Center General Manager. The position is fully responsible for directing all racquet-related programming, events, and tennis staff as well as baseball and softball programming.

BENEFITS

The Oak Lawn Park District is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure and maintain a work/life balance. Some of the many benefits we offer include: Medical, Dental and Vision Care; Pension Plan (IMRF); Paid-Time Off (Vacation, Sick-time, Holidays); Employee discounts at park district facilities and for programs- free use of all fitness facilities for employees; Monthly Healthy Living Club Meetings- provide staff an opportunity to try different forms of recreational activities at no cost.

*The Oak Lawn Park District is an equal opportunity employer. Equal access to programs, services and employment is available to all persons. Those applicants requiring accommodations to the application and/or interview process should contact Delaney Harty at dharty@olparks.com.

ABOUT US

The Oak Lawn Park District, incorporated in 1944, has a long and proud history of serving the recreational needs of our 56,000 residents with a myriad of recreational programs and services. We operate under the state tax cap as a municipal corporation, meaning we are our own taxing body. Overseen by a Board of five elected officials, the District manages a combination of 34 parks and facilities which cover over 280 acres. In addition, we manage a Special Recreation Cooperative that offers recreational programs and services to individuals with disabilities in 9 municipalities.

QUALIFICATIONS

- Bachelor's Degree in Parks & Recreation or related field
- Knowledge and solid skills in the sport of tennis
- CPRP preferred
- Communication and Organization skills
- Basic computer skills
- Ability to lead tennis staff in instruction and curriculum in a positive manner
- Customer service skills and ability to communicate professionally with patrons and staff

- Customer focus and relationship building skills
- Must be able to work independently or with groups

IMMEDIATE SUPERVISOR

General Manager

ESSENTIAL FUNCTIONS

- Develop, coordinate and supervise new and existing tennis, racquetball, pickleball, wallyball, baseball, and softball programs and activities. Submit quarterly information regarding these programs for the brochure.
- Efficiently manage classes with established enrollment guidelines, attendance of classes, and instructors
- Record enrollment of all tennis classes, programs, and drills in excel worksheets
- Instructing group and individual lessons
- Hire, fire, supervise, train, and discipline part-time tennis instructors
- Prepare tennis instructor payroll for assistant manager
- Plan tennis special events and tournaments
- Encourage tennis participants to purchase memberships and utilize the facility
- Evaluate tennis programs, and make changes and improvements as necessary
- Conduct meetings and continued training with tennis staff under the supervision of the facility manager
- Record and accurately manage tennis court reservation sheets for all tennis activities (lessons, leagues, special events, drills, etc....)
- Develop and keep an updated tennis instructor manual
- Provide all verbal, digital, and written communication with Tennis/Racquet participants and patrons regarding registration, early-bird registration dates, membership, class schedules & special events.
- Assist in educating and training front desk support staff on tennis program information/events
- Manage the adult wallyball league.
- Assist with team baseball reservations. Update baseball rental sheet weekly for Front Desk reference.
- Process refund request forms for all tennis classes and events.
- Assist the Front Desk with any registrations or phone calls when the facility is busy.
- Update the Racquet, Fitness & Gymnastics Center webpage weekly to make sure everything is current and has been addressed.
- Communicate effectively and frequently with front desk support staff in a verbal and written manner regarding all Tennis/Racquet activities special events and leagues, etc.
- Coordinate team tennis and team tennis matches including maintaining a supply of balls, plates, napkins, cups, and pop for all home matches and scheduling of matches on court sheets
- Promote, program, and administer all aspects of in-house leagues (Tennis, Racquetball, Wallyball, Handball, etc..)
- Act as liaison between park districts, athletic organizations, and leagues in the Chicago metro area.
- Submit program supplies and equipment requests to the Facility Manager, all purchases made under the supervision of the manager
- Effectively operate and navigate through the computer registration system including but not limited to, printing class lists, transfers, deletions, program masters, and general registration tasks.
- Maintain adequate supplies of Tennis/Racquetball supplies for the facility.

MARGINAL FUNCTIONS

- Make calls as directed to various patrons
- Resolve differences fairly and with good judgment and in the best interests of the park district
- To understand, enforce, and follow the park district policies, philosophy, and rules of the facility
- To react appropriately during emergencies
- Report suspicious activity, property damage, and inappropriate behavior in or around the facility
- Supervise youth tennis participants during restroom breaks or when leaving the tennis court during class
- Dress in appropriate attire at all times
- Attend all park district trainings pertinent to the job
- Develop and maintain a written daily schedule for office hours and on-court hours and effectively communicate this schedule with front desk support staff and the facility manager and/or assistant manager
- Create a class schedule for tennis staff each session.
- Provide all class descriptions, pictures, activity codes, etc. to the marketing and Public Relations Supervisor for each seasonal program guide.

PHYSICAL CONSIDERATIONS

- Must be able to work flexible hours minimum of 40 hours/week recorded accurately on a timecard.
- Must be able to adapt to environment and conditions during projects or when changes are made

PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work with groups or one on one
- Ability to work with staff and patrons in a friendly and relaxed manner
- Ability to use good judgment in the absence of supervision

ENVIRONMENTAL CONSIDERATIONS

- Able to perform work indoors in heat or air conditioning
- Able to conduct work outside when needed
- Able to conduct lessons and work on court for long periods

COGNITIVE CONSIDERATIONS

- The ability to read, write, and organize materials
- Must be able to follow directions - oral and written

REQUIRED CERTIFICATIONS

- CPR/First Aid Certification

Please apply directly online at <https://olparks.bamboohr.com/careers/70>