



Athletic Manager

Arlington Heights Park District

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Closing Date:
Salary: \$66,554-\$71,355

Description:

AHPD OVERVIEW

The Arlington Heights Park District (AHPD) is one of the most noteworthy park districts in Illinois. Located 25 miles northwest from downtown Chicago, AHPD is the 3rd largest Park District in Cook County and the 12th largest in the State of Illinois. Since 1925, AHPD continues to enrich the community by providing fun, accessible, and impactful recreation and facilities for every age and every season. The District are stewards of five community centers with outdoor pools, two tennis clubs, Lake Arlington, Arlington Ridge Center, two public golf clubs and a driving range, Arlington Heights Historical Museum, Senior Center, 58 parks, 44 playgrounds, 22 miles of jogging and bike trails across 714 acres of land. AHPD is a three times National Gold Medal Award recipient for excellence in the field of parks and recreation management and an Illinois Distinguished Accredited Agency.

JOB SPECIFIC INFORMATION

Join the Recreation Department and become part of the team that is responsible for overseeing Athletics at the AHPD. This exempt position is responsible for the administration of youth and adult athletic programs, facility and field scheduling, and serves as a liaison to community groups. The Athletics Manager also supervises two full-time athletic facility supervisors, part-time athletic staff, and community center support staff.

ESSENTIAL JOB DUTIES

- Oversees all aspects of the Athletics, including two full-time supervisors and the following athletic program areas: Directly oversees adult softball, adult basketball, and all athletic fields and facilities including Melas Park, and Recreation Park West. Indirectly oversees youth soccer, youth basketball, volleyball, T-ball, Sunset Meadows field, and Canine Commons Dog Park.
- Schedules athletic fields and facilities for use by Park District programs and activities as well as for community agencies such as school districts, AHYBA, AHYAA, the American Legion, churches, and other local groups.
- Develops and maintains relationships with Illinois Premier, AHYAA, school districts, large renters, and referee assigners.
- Coordinates concession contract and season scheduling for Melas.
- Prepares coaches' packets, coaches' and players' manuals, and other informational materials.
- Develop and implement a training and certification program for sports officials, if needed.
- Manages the following areas of the Community Center facility: scheduling of rooms, gyms, registration/support staff.

- Manages all functions and activities that are held in the building, gym, and/or surrounding parkland
- Works collaboratively with the Superintendent of Parks on field use and maintenance based on seasonal programs and rental schedules.
- Hires, trains, supervises and evaluates full-time, part-time, and seasonal direct reports.

EDUCATION, EXPERIENCE AND TRAINING

- BA/BS in Parks and Recreation, Physical Education, or a closely related field from an accredited college or university
- Minimum of three-five years of demonstrated success as an athletic and/or recreation programmer
- CPRP Certification preferred
- Or, any equivalent combination of education, experience, and training
- Valid Illinois Class "D" Driver's License
- CPR and AED Certification required within six months of employment

BENEFITS WE OFFER

In exchange for your time and talent, we offer a generous benefit package, including:

- Medical, Dental and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation and floating holidays)
- Childcare Discounts
- Tuition Reimbursement
- PPE Reimbursement
- Parental Leave
- Remote Work Options
- Park District facility and program discounts for employees and their families

Interested applicants may apply here: <https://ahpd.bamboohr.com/careers/112>

The Arlington Heights Park District commits itself to diversity, equity, and inclusion to create a mutually respectful, multicultural, and equitable environment.