



## **Athletic Supervisor**

### **Park District of La Grange**

**Contact Name:** Kevin Miller

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**Contact Phone:** 708-352-1762

**Closing Date:**

**Salary:** \$50,000-\$60,000 DOQ

#### **Description:**

**HOW TO APPLY:** Interested applicants should email Kevin Miller their Cover Letter and Resume at kevinmiller@pdlg.org

**SCHEDULING & BENEFITS:** This is a full-time, in-person, exempt (salary) position. Typical hours are Monday-Friday 9:00am-5:00pm with evening and weekend hours required, as determined by the Director of Recreation.

We offer a generous benefits package that includes Medical Coverage (PPO or HMO), Dental Coverage, Vision Insurance, Hearing Coverage, Life Insurance, Voluntary Life Insurance, Pension Benefit Plan (IMRF), Paid Holidays, Personal Days, Accrued Vacation and Sick Time, FREE La Grange Fitness Membership, Discounted Programs and Rentals, Professional Development and Paid Membership Dues and Flexible Schedule.

#### **GENERAL PURPOSE:**

The Athletic Supervisor is responsible for all aspects of management and administration of assigned athletic & recreation programs including all services and projects. The employee follows the overall goals and objectives determined by the Director of Recreation – activities, teaching programs, services, policies and procedures are to be followed as prescribed by the Executive Director upon policy approval by the Board of Commissioners, but with a great deal of autonomy. The employee will be held accountable for providing our customers a functional, attractive, safe, and accessible recreation experience within limitations in the resources made available. The employee is also evaluated in terms of program management, personnel management, fiscal administration, quality of customer service, the ability to set and meet the financial budget and program operations.

#### **QUALIFICATIONS, KNOWLEDGE, SKILLS:**

Graduate of a four-year college or university. A Bachelor's Degree in a Recreation & Parks Administration or closely related field required. Must have exceptional oral and written communication skills. Certified in CPR and First Aid or ability to obtain with three months of hire. Should have a valid Illinois Driver's License. Candidate must have strong budgeting, fiscal

management, customer service, sound judgement, motivating and supportive leadership qualities, proficiency at basic computer applications and software, ability to write schedules and basic athletic programming knowledge.

### **PROGRAM OPERATIONS:**

- Within established district goals, objectives, policies and procedures, plan and administer assigned services and athletic/recreation programs including early childhood and youth contracted athletics, youth in-house basketball leagues, travel basketball program, adult athletic programs and leagues.
- Monitor the performance of all assigned athletic and recreation programs.
- Monitor inventory and purchase supplies/equipment as needed for assigned athletic and recreation programs.
- Determine programs to be offered each programming season by contacting contracted companies as well as in-house staff to see if they will be incorporated into each seasonal brochure.
- Plan for and offer new programs each season.
- Constantly review and monitor facilities and make recommendations as to needed improvements.
- Evaluates the effectiveness of all services under his/her authority and makes recommendations for modifications of services to the Director of Recreation.
- Prepares and/ or directs the preparation of board summaries, monthly, quarterly and periodic special reports, as required by the Superintendent of Recreation.
- Provides appropriate information for district program guides, marketing, etc.
- Collaborates with the Facility & Operations Manager regarding layouts and set-up needs for assigned programming and special events in a timely manner.

### **PERSONNEL MANAGEMENT:**

- Supervises part-time staff and volunteers, and solicits volunteers for programs and leagues.
- Interviews, selects, and supervises such staff and provides them with a detailed orientation on the district in general, required duties, technical aspects for the job, and prioritizing multiple tasks.
- Provides all subordinates with specific guidelines and task instructions as necessary to ensure program effectiveness.
- Evaluates employees' performance within assigned program areas. Provides staff with guidance and support to help them achieve overall program goals and objectives.
- Research, hire and oversee contractual companies instructing assigned programs at the Park District.
- Monitor all aspects of the Recreation Department to ensure compliance with the Fair Labor Standards Act and all other district human resource policies, procedures, and regulations. Any unusual or unprecedented human resource or personnel occurrence or situation is quickly brought to the attention of the Director of Recreation, ensuring that all proper documentation is followed as prescribed by the director's policies.
- Researches and prepares operating and procedural manuals for staff.
- Maintains and processes payroll.

### **FISCAL MANAGEMENT:**

- Develops budget with supporting data for inclusion in the overall district budget formulated at a higher level of the organization.
- Assists in the development of long-range planning, goals and program forecasts. Responsible for the quarterly reports and budget analysis, and constantly reviews and monitors the budget and takes appropriate action to ensure that variances stay within budget guidelines.
- Collaborates with Marketing Specialist in formulating yearly marketing plans for assigned program areas and events.

**CUSTOMER SERVICE:**

- Engage with the community and guests served.
- Continually evaluate the effectiveness of the athletic/recreation programs, policies, and procedures from the standpoint of customer and participant response. In light of these findings, makes recommendations to the Director of Recreation as appropriate to improve the recreation department's effectiveness and efficiency.
- Provide input and program guidance to the Director of Recreation for all programs, activities, and services assigned.
- Ensuring a high- quality customer service experience and assure adequate customer service training for all employees.
- Responsible for maintaining positive working relationships with customers, coworkers, district staff, the Director of Recreation, and the Executive Director.

**OTHER DUTIES & RESPONSIBILITIES:**

- Serve on committees and focus groups as assigned by the Director of Recreation.
- Attend professional conferences, training sessions and workshops to further develop knowledge in related areas of responsibility, as assigned.
- Appropriately resolve concerns, problems, and emergencies that arise.
- Perform other duties and special projects as assigned.
- Assist with emergency procedures and facility evacuations.
- Assist in the successful inclusion of special needs participants into district programming.