



Athletic Supervisor

Village of Romeoville

Contact Name: Kelly Rajzer

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Contact Phone: 815-886-6222

Closing Date: 2024-07-05

Salary: \$76,000-\$82,000

Description:

The Village of Romeoville Parks & Recreation Department is seeking a Full-Time Athletic Supervisor. The department has a budget of \$13 million and a population of approximately 40,000 residents. Our mission is to improve the quality of life for the community by providing a variety of leisure time activities. To accomplish this, the department provides over 1,300 different programs and events.

Job Summary:

The Athletic Supervisor will oversee all youth and adult athletic programs and leagues for the Recreation Department. This position will also coordinate and assist with various special events held by the department. The Athletic Supervisor must be a strong and effective leader with the ability to train, inspire, motivate, and evaluate staff progress. They should be innovative to aid in the ongoing program development and growth. Must be able to establish a cohesive and team-oriented work environment. This position will hire, train, supervise, and evaluate several part-time staff. Athletic Supervisor must have a high level of professionalism to interact and correspond with volunteers, umpires, officials, parents, and various organizations. The Athletic Supervisor will be responsible for the scheduling of all outdoor fields for spring, summer, and fall seasons in addition to year-round indoor gym rentals.

The Athletic Supervisor will be under the direction of the Superintendent of Recreation. The hours for this position are generally 9:00am to 5:00pm; however, additional nights and weekends are required on a regular basis for programs, leagues, and events. Other duties as assigned.

Qualifications:

A bachelor's degree in Recreation, Sports Management, or a closely related field is required. A minimum of two to four years of experience working with youth and adult athletics, leagues, and affiliate organizations is preferred. Knowledge and experience of planning and implementing Special Events is ideal. The ideal candidate will have a strong understanding of all sports including, but not limited to, basketball, volleyball, baseball, softball, pickleball, and tennis. Candidate should have basic knowledge of general budgeting and invoicing. RecTrac experience is desired.

This is a full-time, non-union position with excellent benefits including IMRF pension, in addition to vacation, personal, and sick time. The salary range is \$76,000 to \$82,000 depending on

qualifications and/or experience.

Questions? Contact Kelly Rajzer, Director of Parks and Recreation, at 815-886-6222 or email at krajzer@romeoville.org with any questions.

Closing date is July 5, 2024 or until filled. Submit cover letter and resume to Kelly Rajzer at krajzer@romeoville.org or 900 W. Romeo Rd., Romeoville, IL 60446.