



## **Athletic Supervisor** Alsip Park District

**Contact Name:** Jennifer Torres

**Contact E-mail:** jtorres@alsipparks.org

**Contact Phone:** 708-389-1003

**Closing Date:**

**Salary:** Starting salary \$45,000-\$58,000/annually plus benefits

### **Description:**

The Alsip Park District is seeking qualified individuals to apply for the Athletic Supervisor Position. This is a full time position.

**Qualifications:** A minimum of 2 years of experience at the supervisory level with a Bachelor's Degree in Recreation Administration or related field preferred, certification as a CPRP desirable. Valid Illinois Driver's License required.

Good written and oral communication skills. Exceptional skills in working tactfully and harmoniously with subordinates, co-workers, supervisors, department heads, Board of Commissioners and community supporters.

**Duties:** The Athletic Supervisor is a full-time position under the direct supervision of the Superintendent of Recreation. The Athletic Supervisor is responsible for planning, implementing and evaluating all athletic programs: youth, adult, special events, instructional programs and sports camps. The position will also supervise, maintain and facilitate all daily operations of Commissioner's Park Concession Stand along with softball and soccer fields. This position is responsible for recruiting, training, supervising and evaluating all athletic staff: site supervisors, concession staff, instructors, officials and volunteer coaches. Must be able to complete program budgets for all programs under their direct supervision and evaluate and maintain all athletic equipment and supplies. This position will work a minimum of forty hours a week, Monday through Friday and evenings and weekends as required.

**Contact:** Please mail or e-mail cover letter, resume and references to:

Jennifer Torres  
Superintendent of Recreation  
12521 South Kostner  
Alsip, IL 60803

**Phone:** 708-389-1003

**Contact Email:** jtorres@alsipparks.org

**Contact Fax:** 708-389-1529