



Athletics Coordinator (Part-Time)

Glenview Park District

Contact Name: Ben Hides

Contact E-mail: ben.hides@glenviewparks.org

Contact Phone:

Closing Date:

Salary: \$17-\$18/hour DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:

Athletics Coordinator

(Part-Time)

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY: Play a key role in cultivating a positive and engaging atmosphere within athletic and recreation programs. Assist the Supervisor of Athletics and Recreation with in ensuring the Park Center youth and adult athletics leagues by assisting with coordination of practices and games, overseeing equipment inventory, and supporting essential safety measures. Foster open communication with parents, coaches, and referees through on-site supervision during games or practices as required. Contribute to the continued success of our expanding athletic leagues and programs. Bring a proactive approach, organizational skills, and understanding of athletic scheduling and leagues. Be ready to impact our community through the growth and success of athletics initiatives.

JOB DUTIES TO INCLUDE:

- Assist in developing rosters, teams, and support communications with coaches and players.
- Contribute to the determination of league structures and placement of teams into appropriate divisions based on program assignments or age.
- Assist with updating standings and scheduling changes for leagues online through the website.
- Assist in the preparation and collection of volunteer coach applications, and submit background checks paperwork to human resources.
- Assist in the proofing of seasonal program brochures and help ensure proper reservation of gym space for ongoing practices or games.
- Help manage inventory, develop supply orders, and provide recommendations for necessary equipment, ensuring readiness for each season.
- Support the Recreation Supervisor in organizing and conducting coach and parent meetings.
- Regularly check-in and be on-site during practices or games as needed to troubleshoot issues.
- Assist with the setup and preparation of athletic fields, ensuring proper equipment collection at the end of each season.

- Promote and maintain safety practices for fields and equipment at all times, in compliance with loss prevention and safety policies.
- Cultivate relationships with coaches, parents, and officials to enhance the customer experience through ongoing in-person and digital communication, including email support, surveys, shared calendars, online league scheduling, and updating RainOut Line.

QUALIFICATIONS: At least 18 years of age with a strong interest in athletics. A high school diploma or equivalent is required. The ideal candidate will demonstrate maturity and confidence, allowing them to communicate effectively with adult participants and parents. Proficiency in computer applications such as Outlook, Word, and Excel is preferred. Willingness to learn league scheduling software is essential. The ability to travel between facilities using a personal automobile is required. A valid IL driver's license is mandatory.

SCHEDULING & PAY: This is a year-round part-time position, requiring 15-18 hours per week. Starting pay is \$17-18 per hour, depending on qualifications. There is some flexibility in scheduling for the right candidate, as the schedule will vary, including weeknights and weekends based on seasonal needs.

BENEFITS WE OFFER: Complimentary Park Center Health and Fitness Membership, Outdoor and Indoor Pool Membership, Dog Park and Ice Center Membership for all employees.

HOW TO APPLY

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.
Ben.Hides@glenviewparks.org

*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer.*