



Recreation Manager, Athletics

Addison Park District

Contact Name: Andreia Cardoso

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Closing Date:

Salary: 59,000.00

Description:

To apply and view the full job description, please visit our website:

RECREATION MANAGER, ATHLETICS - Addison, IL - Addison Park District Jobs (applicantpro.com)

Work Hours: Variable depending on program needs. Typical core schedule Tuesday through Saturday - 40 hours.

Position Summary:

Under the direction of the Superintendent of Recreation & Revenue Facilities, Recreation Manager, Athletics for the management, development, and oversight, of all athletic and team training programs, adult and youth sports leagues and travel teams, recreational youth sports programs, open gym management, camps related to sports and athletics, and field use scheduling. The Recreation Manager, Athletics is a full-time employee, on-call, and will have fluctuating work hours to accommodate evening and weekend programs.

Essential Duties and Responsibilities:

Oversees (planning, organization, and direction) of athletic programs; provides leadership to reporting staff by ensuring that athletic/training objectives are met consistently. Responsible for the creation and management of the budget of all athletic programs and other accounts with their scope ensuring the budget is in balance. Continuously reviews all ledger accounts within their scope to ensure reporting accuracy, and that all revenue and expenses have been posted properly. Displays excellent customer service providing athletes' and coaches' information in a polite, courteous, and professional manner. Manages the promotional and advertising opportunities for their department by partnering with the Marketing department to develop plans from strategy to execution. Creates departmental business plan and plans and executes future programming. Continuously reviews the needs of the department and community, designing programming to fit that need. Attends monthly athletic association meetings and engages in community events. Promotes, organizes, and stimulates good working relationships with Athletic Associations, schools, and other interest groups serving the residents of Addison. Works collaboratively with recreation team members to ensure facilities run efficiently providing the highest level of customer service to the residents of Addison. Responsible for the supervision of direct reports including recruiting of staff and volunteers, onboarding, training,

scheduling, and performance management. Continuously reviews all departmental agreements and COIs under their departmental scope to make sure they are active and work with risk management and the executive team for all updates and new contracts, including all athletic contractual programming. Oversees the scheduling process of all athletic and sports programs, ensuring all staffing requirements are met, and facilities are ready, on time, for use. Establishes and maintains effective and cooperative relationships with contractors and outside vendors. Manages the Affiliate groups for field, gym, and room reservations. Reviews all agreements and proposes adjustments to the executive team as needed. Manages outside vendors as needed for referring/coaching, etc. Ensures all documentation, COIs, and agreements are in place. Collaborates with ASD 4 for facility use of shared Army Trail gym. Collaborates with the parks department on field usage and maintenance, consistently monitoring the condition and reporting issues as they arise. Other duties as assigned.