



Athletic Manager

Wheaton Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$49,447.00 - \$61,808.00, DOQ

Description:

What will you do?

- Responsible for all aspects of management and administration of assigned athletic programs, including all services, projects, and programs.
- Attendance at worksite required to work the hours necessary to produce exceptional results.
- Manage assigned athletic programs and leagues within established Wheaton Park District goals, objectives, policies, and procedures.
- Assist with planning, organizing, implementing, and supervising assigned special events and tournaments throughout the year.
- Hire, train, manage, lead, coach, direct, schedule, discipline, motivate, evaluate, provide quarterly feedback, and recommend merit increases for assigned staff ensuring an effective and efficient department and successful District run in accordance with Department of Labor laws and District policies and procedures.
- Prepare seasonal brochure information and publicity materials in cooperation with the marketing department.
- Develop and prepare budgets for programs with supporting data.
- Purchase supplies for assigned programs and maintain inventory.
- Organize and provide current athletic program website information to the Web Master.
- Oversee the monitoring and closing of Athletic Fields based on inclement weather.
- Act as a representative/liaison to local clubs or affiliate groups as assigned.
- Evaluate the effectiveness of all services under his/her authority and make recommendations for modifications of services to the Director of Athletic Programs & Facilities.
- Keep accurate records of school district and park district room requests, submit requests timely and maintain required records.
- Prepare board summaries and reports in a timely manner as required by the Director of Athletic Programs & Facilities.
- Research and prepare operating and procedural manuals for staff.
- Make recommendations to programming staff ensuring that all ages and interests are served.
- Responsible for the quarterly reports, budget analysis, and staying within budget guidelines.
- Work with the Marketing Division in soliciting local and corporate sponsors to help defray costs.
- Make long-range recommendations for facility improvements/replacements.
- Assist in the development of long-range planning, goals, and program forecasts.

- Support the Safety Policy and related programs including following/enforcing safety rules of participants, staff, and volunteers, report accidents/incidents to management within 24 hours, and develop ideas for the prevention of future incidents.
- Organize, live, demonstrate, and implement the Character Counts program for coaches and parents.
- Contribute to a feedback rich environment.
- Provide a high quality of customer service in a professional manner to the internal customer that will facilitate team building and exceptional customer service to the external customer.

Why should you apply?

The Wheaton Park District is a dynamic place to work with competitive compensation and amazing benefits. Park districts are all about leisure, recreation, and conservation. If this interests you, we offer the following:

- \$49,447.00 - \$61,808.00, DOQ.
- Health (HMO or PPO), with very low employee contribution for employee, spouse, and dependents.
- 100% employer paid dental insurance for employee, spouse, and dependents.
- 100% employer paid vision insurance for the employee
- 100% employer paid life insurance at 1.5 times your annual salary.
- Health insurance incentive up to \$4,500 per year.
- FSA and Dependent Care pre-tax via payroll deduction.
- Pension Plan through the Illinois Municipal Retirement Fund, including employer contributions
- Paid time off including 12 sick days per year, 12 vacation days, 2 personal days (pro-rated first year), 12 ½ holidays.
- Free use of fitness center, two pools, golf, and entrance to Cosley Zoo to employees and family members eligible for insurance coverage.
- Tuition Reimbursement, discounts on merchandise, professional memberships, and other voluntary benefits.

What it takes...

To be considered for this position, we are looking for:

- Minimum of a bachelor's degree in a recreation-orientated or closely related field and at least one (1) year experience preferred.
- Certified Park & Recreation Professional (CPRP) or other related professional certification related to position preferred.
- Knowledge and experience in Microsoft office required.
- Must be able to lead, manage, and motivate assigned staff.
- Must have great problem solving, analytical, organizational, interpersonal, and written and verbal communication skills.
- Valid driver's license CPR/AED certified or obtain within six (6) months of employment.
- Be a mandated reporter for the Abused and Neglected Child Reporting Act.

To apply for this position go to: <https://wheatonparkdistrict.clearcompany.com/careers/jobs/343d6cd5-5a71-1971-ccd7-24a118bb1480/apply?source=3133948-CS-26822>

The Wheaton Park District is an equal opportunity employer. EOE/M/F/D/V