



## **Athletic Manager**

### **Riverdale Park District**

**Contact Name:** Karen Stille

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**Closing Date:**

**Salary:** Starting Salary: \$50,000 - \$58,000

#### **Description:**

**Starting Salary Range:** \$50,000.00-\$58,000.00

**Working Hours:** The Athletic Manager is a full-time position working a minimum of 40 hours per week. The hours for this position vary with weeknights and weekends required, depending on the season. The scheduled work hours for this position are Monday – Friday, 8:30 AM to 5:00 PM, including ½ hour unpaid lunch.

**Summary:** The Athletic Manager is responsible for managing the platform tennis program; the racquet program, all athletic childhood/youth, and adult programs; all athletic leagues; and athletic related special events. The Athletic Manager is responsible for managing the scheduling and payments for facility and park rentals and permits. The Athletic Manager is responsible for communication and scheduling of public and private program space with the local schools. The Athletic Manager directly manages program and facility staff, contractors, and volunteers.

**Qualifications:** Bachelor's degree in park and recreation or closely related field. A minimum of 2 years' experience in recreation programming management with preference given to those individuals with a parks and recreation background and experience in platform tennis. Basic knowledge of computers. A valid Illinois State Driver License (Class D). Ability to become a Certified Park and Recreation Professional (CPRP) within 2 years.

**Immediate Supervisor:** The Athletic Manager reports to the Superintendent of Recreation. All platform tennis & athletic program contractors; athletic program staff; facility rental staff; and volunteers reports directly to the Athletic Manager.

#### **Essential Functions:**

1. Communicate with the Superintendent of Recreation regularly on Park District matters.
2. Prepare board reports, financial reports, and administrative reports as needed.
3. Prepare and maintain the fiscal control of the recreation department budget in the areas of platform tennis; athletic programs and leagues, athletic related special events, and park and facility rental operations.
4. Recruit, hire, train and coach all staff reporting to this position.

5. Prepare payroll for all staff directly reporting to this position.
6. Plan and prepare performance appraisals.
7. Manage the platform tennis facility:
  - a. Develop and manage platform tennis programs, including lessons, tournaments, and special events.
  - b. Hire and supervise contracted platform tennis pro, obtain Independent Contractor Agreements and COI's.
  - c. Serve as Chair on the Platform Tennis Program Committee.
  - d. Serve as a platform tennis liaison making connections with the membership.
  - e. Manage Annual Pass and court reservation system.
  - f. Manage Travel and House Platform Tennis Leagues.
  - g. Inventory and order supplies.
  - h. Create and communicate a bi-month e-newsletter to be distributed to the platform tennis membership.
8. Manage racquet sport programs:
  - a. Develop and manage racquet sport programs, including lesson, leagues, and tournaments. Leagues include tennis and pickleball.
  - b. Hire and supervise contracted racquet sport pros, obtain Independent Contractor Agreements and COI's.
  - c. Inventory and order supplies.
9. Manage childhood/youth and adult athletic programs:
  - a. Develop and manage childhood/youth athletic programs, including lesson and leagues. Leagues include: Youth Basketball, Softball, Volleyball, Sand Volleyball, and Bocce.
  - b. Supervise in-house program staff. Fill in as an instructor as needed.
  - c. Hire and supervise childhood/youth athletic program contractors, obtain Independent Contractor Agreements and COI's.
  - d. Inventory and order program supplies.
10. Manage the scheduling and use of Park District facilities and parks:
  - a. Manage the rentals for all facility and parks.
  - b. Manage Park District facility and park use calendar.
  - c. Hire and supervise facility rental staff.
  - d. Coordinate with the Superintendent of Parks any set up or clean up needs.
  - e. Monitor facility use and enforce Park District Ordinance for unauthorized use.
  - f. Serve as the liaison with all youth sport organizations/affiliates. Meet seasonally with organizations/affiliates to schedule field needs and special events. Establish field use and light use schedule in accordance with the Park District Field Use Policy. Submit monthly invoices for field and light use.
11. Collaborate and coordinate program space with local schools and organizations.
12. Prepare and monitor registration information through ActiveNet software system and manage waitlists, refunds, and program transfers.
13. Work with the Superintendent of Recreation to effectively market all platform tennis & athletic leagues, athletic programs, and athletic related special events. Develop and submit seasonal Fun Guide, monthly newsletter, fliers, and social media information to the Superintendent of Recreation.
14. Demonstrate exceptional customer service skills in all communications.
15. Promote a quality loss control/safety program for the Park District.
16. Perform any duties as assigned by the Superintendent of Recreation.

**Marginal Functions:**

1. Attend Park District meetings as necessary.
2. Conduct regular staff meetings.
3. Represent the Park District in various public forums.
4. Assist the registration desk with registration and customer service.

5. Substitute for Administrative Assistant if they are unable to perform their work.

**Psychological Considerations:**

1. Must provide team leadership.
2. Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
3. Must be able to function effectively in a fast-paced environment.
4. Must be able to deal with people under stressful and demanding situations.
5. Must be able to function under stressful situations when first aid or CPR is required.

**Physiological Considerations:**

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Drive a motorized vehicle to travel to different locations.
3. Perform lifting tasks up to 50 pounds.

**Environmental Considerations:** May be exposed to the elements when driving to meetings, supervising a program, or at an outdoor site; these conditions include lighting, humidity, and temperature.

**Cognitive Considerations:** The Athletic Manager must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.