



Recreation Supervisor Athletics

Morton Grove Park District

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Closing Date:

Salary: Salary Range \$45,000-\$65,000

Description:

Recreation Supervisor Athletics

Job Description

The Recreation Supervisor (Athletics) primary duty is coordinating adult and youth-related athletic programs, gymnastics, softball leagues, and affiliate groups. The Recreation Supervisor (Athletics) is responsible for the supervision, management, and development of all athletic programs, adult softball leagues, tournaments, specialty sport camps, recreational youth sport programs, open gym, and field/court use scheduling. The Recreation Supervisor is a full-time employee whose workweek may exceed 40 hours and includes evenings or weekends.

Qualifications:

B.A. degree in Recreation or a similar field. A strong background in athletics and a minimum of two years of experience are preferred. Certifications in CPR and First Aid (will be trained). Ability to work towards CPRP certification. Must possess a valid driver's license with no revocations or suspensions within the last three years.

Immediate Supervisor:

The Recreation Supervisor Athletics is responsible to the Superintendent of Recreation.

Essential Functions:

1. Complete programming of all athletics.
2. Direct supervision of personnel (coaches, volunteers, instructors, officials).
3. Works closely with program coordinators in planning and implementing programs.
4. Extensive public relations, including Dealing with parents with questions, suggestions, and complaints. Answer any questions that the public may have about programs and refer the public to agencies that fit their need if this District does not offer.
5. Cost analysis budgeting of programs.
6. Prepare and monitor all payroll for staff under your supervision.
7. Preparation of occasional reports and statistics for the Superintendent of Recreation
8. Consistent evaluation of programs and personnel.
9. Develop, coordinate, and evaluate new and existing programs.
10. Keep the Park District program "athletic hotline" updated with current information.

11. Establish consistent communication with local schools, M.G. Baseball Assoc., AYSO, and any other valuable outside resource to athletic programming.
12. Must take proper safety precautions. Should be aware of potential and existing hazards on the job and attempt to eliminate them.
13. Prepare annual goals and objectives relative to athletics and Special Events.
14. Participate in professional committees, conferences, workshops, and classes to improve knowledge of job responsibilities.
15. Manage and schedule field and court rentals and reservations for athletic groups, affiliates, and local schools.
16. Coordinates with the Parks Department all scheduling for lining and conditioning the fields and courts.
17. Purchases, secures, and inventories program supplies and equipment for athletics.
18. Responsible for brochure information for assigned program areas on a timely basis.
19. Develop program surveys for designated areas/programs.
20. Monitors and approves designated, contracted officials and programs.
21. Additional duties assigned.

Marginal Functions:

Assist with special events and projects.

Psychological Considerations:

Recreation Supervisor Athletics must resolve differences and problems between patrons and employees. This employee is responsible for safe and well-organized programs. The worker may also work under stressful situations when first aid or CPR is required.

Physiological Considerations:

The Recreation Supervisor A may be required to work in extreme weather conditions, lift items 35-40 lbs. in weight, and respond to safety concerns quickly and accurately.

Environmental Considerations:

The Recreation Supervisor Athletics may be exposed to all weather conditions, especially hot and humid ones, during summer.

Cognitive Considerations:

Must possess good safety awareness and judgment. Must be a good communicator with strong creative abilities.

EXEMPT

Salary Range \$45,000-\$65,000