



Athletic Supervisor

Village of Orland Park

Contact Name: Gerianne Flannery
Contact E-mail: hr@orlandpark.org
Contact Phone:
Closing Date:
Salary: Starting \$63,718

Description:

Athletic Supervisor

The Village of Orland Park is a sprawling, vibrant community offering a vast array of leisure amenities to our residents. Our state-of-the-art Recreation and Parks Department offers a variety of programs and activities with numerous facilities such as the Sportsplex, Centennial Park Aquatic Center, Franklin Loebe Center, Orland Health and Fitness, and outdoor amenities. The Village of Orland Park, a dynamic, progressive community seeks an energetic, enthusiastic, and dynamic individual to join the Recreation and Parks Department as a full-time Recreation Program Supervisor I (Athletics).

Key Responsibilities

This position is responsible for overseeing and managing Village wide athletic programs, camps, clinics, open gym and soccer, gym and soccer rentals, rock wall, birthday parties, and special events. The supervisor ensures that all programs run efficiently, safely, and within budget, while providing exceptional experiences for participants, renters, and residents.

This important role is responsible for developing, implementing, and supervising a variety of Village wide athletic programs, leagues, and assisting with Village wide special events, recruiting, training, scheduling, managing part-time rock wall/party staff and open gym staff, supervising open gym/soccer, as well as sports camp summer seasonal staff. Acting as manager on duty and responding to immediate incidents or emergencies; ensuring facilities, fields, and courts are well-maintained, safe and set up ready for use. Managing program budgets, equipment inventories, and purchasing necessary sports equipment within financial guidelines. This role is also responsible for adherence to safety standards, policies, and regulations, including overseeing safety procedures for all programs. This individual will also be organizing schedules for games, practices, and small tournaments; serving as the main point of contact for program participants, renters, and parents. Collaborating with community athletic organizations, and other stakeholders to promote athletic programs and increase rental usages. Performing various administrative duties including, but not limited to purchasing, approving invoices, time sheets and refund forms.

Qualifications, Knowledge, Skills

Excellent candidates will have a proven history of customer focused service, dealing with a variety of

tasks and setting priorities in a fast paced, interactive environment and should thrive on the dynamic of leading/building/interacting with a team of motivated/involved staff toward common goals. A collaborative, highly communicative, leadership style is required.

We also require a Bachelor's degree in Recreation, Sports Management, or related field. Three to five years prior experience managing athletic programs or recreation services is required. CPR/First Aid certification preferred, required within 90 days of hire. CPRP certification is preferred.

Compensation & Benefits

Annual salary \$63,718.00 - \$89,205.00, DOQ. This position is eligible for the Village of Orland Park's comprehensive employee benefits program which includes multiple medical plan designs offered through Blue Cross Blue Shield of Illinois, dental, vision, life insurance, and an employee wellness program. Retirement benefits through the Illinois Municipal Retirement Fund (IMRF) are provided along with the option to participate in a 457(b) plan with Nationwide Retirement Services.

The Village of Orland Park also provides for paid vacation, personal, sick days, and holidays.

Interested candidates are encouraged to apply in a timely manner by visiting our career portal at

<https://www.orlandpark.org/jobs>.