



Athletics Manager

Pleasure Driveway & P.D. of Peoria

Contact Name:
Contact E-mail:
Contact Phone:
Closing Date:
Salary: 40,000 - 45,000

Description:

Duties: Under the supervision of the Manager of Athletics and Recreation Services, the Athletics Coordinator is responsible for the following:

- Responsible for the following: Adult Softball, Youth/Adult Soccer, Youth Baseball, Youth Basketball, and other sports programs and special events as assigned; supervises related part-time staff; assists the Manager of Athletics and Recreation Services in meeting current and future needs of the community, acts as liaison with community soccer, tennis, lacrosse, and baseball groups, help coordinates department's fundraising/sponsorship program.
- Coordinate the planning, scheduling, implementation, marketing/promotion, and evaluation of assigned sports programs and special events to ensure program goals are met.
- Inspect, maintain, and monitor park district facilities used for programs and events.
- Facilitate and manage public and private rentals at athletic facilities.
- Develop program goals and objectives aligned with the Park District's mission.
- Assess community needs to add new programs and improve or expand existing ones to increase participation.
- Establish and nurture relationships with local sports organizations, school districts, and the community to enhance cooperative services and shared programming.
- Support of Peoria Park District facility administration as directed to ensure consistent service to the community.
- Enforce Peoria Park District rules, policies, and procedures, prioritizing safety through adherence to established guidelines.
- Assist with the purchase and inventory of supplies and equipment within the sports program area.
- Contribute to the formulation of the annual Athletics & Recreation Services budget by identifying resource needs and planning for program costs.
- Prepare and maintain records and reports, including registration, attendance, payroll, and schedules, as required for documentation and tracking.
- Follow all safety procedures pertinent to assigned duties and support the Park District's safety program.
- Perform other duties as assigned, maintaining flexibility to meet emerging needs.

Essential Functions: This work requires periodic physical exertion in handling supplies, equipment, and materials relative to the services rendered. Prolonged standing, bending, and stooping, and the ability to lift and carry up to 50 pounds each leg of a repetitive unloading/re-loading process is required on a periodic basis. The programmed activities involve risks that are typically associated with athletic and fitness services or events, thus requiring normal safety precautions typical of the sports and fitness industry. Exposure to power requirements, field materials and chemicals, and various hand tools relative to athletic facility maintenance may be periodically required. The indoor work environment is adequately lighted, heated, and ventilated. Frequent inspections of outdoor areas will be required, exposing the incumbent to a wide range of weather patterns and environmental surroundings.

Qualifications

Education: A four-year college degree with a major in Recreation, Physical Education, Sports Management, or a closely related field. Although a degree is preferred, extensive experience in a similar position with similar duties and responsibilities may be substituted for all or part of the educational requirement.

Experience: At least two years of experience in recreation/sports programming or equivalent preferred. Working knowledge of computers combined with a thorough knowledge of scheduling, event planning, and follow-up.

Knowledge and Ability:

- Requires a good understanding of the basic philosophy underlying a sound community recreational sports program.
- Ability to communicate effectively both verbally and in writing.
- Ability to maintain a good working relationship with staff and promote a positive image through daily interaction with the public.
- Extensive knowledge of recreation sports skills and methods, and of community resources available to assist in the formulation of a well-rounded community sports program.
- Ability to work cooperatively with diverse populations, community groups, private organizations, and special interest groups.
- Ability to work independently and maintain a flexible schedule.
- Ability to work evenings and weekends as assigned.
- Ability to be professional, respectful, accountable, innovative, to follow safety procedures, and be equitable to both internal and external customers.
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Benefits and Perks:

- Paid sick days, vacation days, and holidays.
- Longevity bonus program and wellness program.
- Pension and retirement programs and Social Security participating.
- Exceptional health plan.
- Paid Life Insurance.
- Disability Insurance.
- Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status, or on the basis of any characteristic protected by law.

All qualified individuals are encouraged to apply.
AN EQUAL OPPORTUNITY EMPLOYER.