



## **Athletics Coordinator**

### Westmont Park District

**Contact Name:** Luke Wyss  
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**Closing Date:**  
**Salary:** \$48,000 - \$60,000

#### **Description:**

*Full time, IMRF retirement, with low cost health, dental, and vision benefits. Holiday, Sick, PTO, and Vacation included. Free family fitness memberships and program discounts.*

The Westmont Park District located in Westmont, IL has an opening for a member of our recreation team. The District serves approximately 25,000 residents with over 155 acres of parks, a 9 hole golf course, fitness center, and offers over 1,000 programs each year.

#### **Position Summary:**

The primary responsibility is to ensure that all persons have a safe and enjoyable experience while visiting or using the Westmont Park District facilities.

Under the direction of the Superintendent of Recreation, this position involves planning, promotion, development, implementation, and supervision of all athletic programs and leagues.

#### **Hours:**

Generally, 8:30 am – 5:00 pm (1/2-hour lunch), Monday through Friday. Weekend, holiday, and evening work will be required (varies with the season). Hours will vary during basketball season and weekend work required.

#### **Qualifications:**

Bachelor's Degree in Parks and Recreation or related field from an accredited college or university. Full-time experience preferred. Must have a valid Illinois driver's license, with no major violations in the last three years. English must be spoken, read and understood to perform the functions of this position.

#### **Essential Job Duties:**

1. Responsible for the planning, promotion, development and supervision of all athletic programs, athletic leagues, and athletic rentals as well as any other programs assigned.
2. Plans, initiates, organizes and supervises an extensive list of athletic programs and recreational activities for the entire community.

3. Incorporates the programs into the Park District's total philosophy of recreation and interprets this philosophy to participants, leaders and the public.
4. Maintain records, written and/or computerized, of all athletic program related activities.
5. Recruit, hire, train, and supervise personnel to include: score keepers, referees, athletic attendants, and other related positions.
6. Supervise and evaluate job performance of athletics staff on a continual basis and take immediate action to correct any deficiencies or problems in the programs or staff.
7. Participates in departmental planning, research and training.
8. Prepare budget estimates and summaries for the Superintendent of Recreation.
9. Consults with the Superintendent of Recreation and Parks Staff on all work requests for the Athletic Department.
10. Cooperates in promoting, organizing, and directing community wide events involving areas of responsibility.
11. Assists at all district special events.
12. Submits proper program/league information into recreation software as well as submit proper program/league information to the marketing department for the preparation of the seasonal program guides.
13. Plans, organizes, records, permits and inputs schedules for all athletic fields/gyms and communicates the same to all critical staff involved in athletic operations.
14. Work with affiliate programs, school districts and third party athletic leagues to schedule and permit field/gym use.
15. Within the first 12 months, become a trained and patched IHSA basketball official in order to better train the District's youth basketball officials.
16. Performs any additional related tasks as required.

**Required Knowledge:**

Comprehensive knowledge of youth/adult recreation programming, athletics, league brackets and scheduling, and special event programming. Must have good written and verbal communication skills. Must possess the ability to speak in public. Proficiency in computer skills is essential, including expertise in Word, Excel, Outlook. Experience with the RecTrac registration system is preferred.

**Safety Responsibilities:**

- Obey the practical safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Daily supervision of all staff safety and training programs to ensure compliance by all employees.
- Promptly report to Safety Coordinator or member of Safety Committee all unsafe actions, practices or conditions observed.

**Essential Functions:**

In an 8 hour workday employee may engage in activities that may include, but are not limited to: standing, sitting, walking, driving, bending, twisting and lifting 25+lbs. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, bend, swoop, twist, stoop, kneel, crouch, or crawl.

**Work Environment:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with liabilities to perform the essential functions.
- English must be spoken, read and understood to perform the functions of this position.
- The noise level in the work environment is usually moderate, but may be high in some instances.

- Facility management of an outdoor facility is required.

*The Westmont Park District is an Equal Opportunity and Reasonable Accommodation Employer. This job description is intended to describe the general nature and level of the work being performed by the person in this position. Principal duties and responsibilities are intended to describe those functions that are essential to the performance of this job, and "other" duties and responsibilities include those that are considered incidental or secondary to the overall purpose of this job. All requirements are subject to possible modification in order to reasonably accommodate individuals with disabilities.*

*\*Full job description available on <https://www.westmontparks.org/about-us/employment/>*

**How to apply:**

Interested and qualified applicants must send the below to [jobs@westmontparks.org](mailto:jobs@westmontparks.org)

- Resume
- Cover letter
- Westmont Park District **online application**

*Applications will be accepted through February 20.*