



## **Athletics Coordinator - Part time**

### **Plainfield Park District**

**Contact Name:** Linda Shredl

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**Contact Phone:** 815-436-8812

**Closing Date:** 2025-03-05

**Salary:** \$20.00 Per hour

#### **Description:**

If you love sports and enjoy working with young athletes, this role allows you to immerse yourself in a sporting environment, supporting teams, coaches, and community members.

This is a part-time position with an average of 19 hours per week. Please note that certain seasons may require additional hours. Flexibility is required as some nights and weekends will be assigned based on the needs of the program.

Pay rate - \$20.00 per hour

This position also includes a complimentary membership to our fitness facility, PARC!

#### **GENERAL PURPOSE:**

Assist in the coordination of the assigned sports programs and leagues. Be present at designated practices and on game days to act as a representative of the Park District and to assist coaches and participants as needed for the successful implementation of the program. Instruct youth athletic classes as assigned

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Implement and/or instruct programs in assigned area.
- Assist in training, communicating, and evaluating coaches, staff, and officials.
- Assist in development and evaluation of program content and volunteer performance through observation and attendance records as well as participant evaluations.
- Assist in the development of additional programs that will compliment the assigned core program area. I.e. Tournaments, camps, clinics, etc.
- Develop and maintain a weekly practice schedule for each level (i.e. Communication of practice cancellation, rescheduling/makeups).
- Assist in the coordination of program space.
- Set-up and take-down equipment on playing fields/courts for league games.
- Coordinate rosters, game schedules, rainouts, and playoff schedules for all athletic leagues, if applies.
- Inform supervisor of any pertinent information regarding programs.
- Address inquiries and concerns regarding program in a timely fashion, while keeping supervisor informed.
- Program purchases must be approved by the Supervisor and/or Dept. Manager and follow District purchases processes.
- Communicate effectively with co-workers and other Park District staff.

- Attend department and other District meetings as directed by supervisor.
- Maintain accurate records of equipment and supplies needed for program operations.
- Work varying schedules and hours as required to fulfill the duties of the position, including night and weekend hours, as directed by the Recreation Manager.
- Performs all job tasks within the rules and guidelines of the Park District's safety program.
- Assist with office work as assigned.
- Performs any additional related tasks as required.

## **Requirements**

- Previous experience working in a Park District or athletic league environment.
- High School diploma required. Bachelor's Degree in Parks & Recreation or related field is preferred.
- Valid driver's license required
- C.P.R. and A.E.D. certified required; ability to certify within 3 months of hire.
- Knowledgeable in designated sports category; both philosophy and instruction techniques
- Volunteer management experience preferred
- Ability to lead/advise volunteers and participants to ensure the success of the assigned program area.
- Self-motivated.
- Ability to follow direction and work independently.
- Strong verbal and written communication skills.
- Must be able to work outdoors in various weather conditions.
- Can stay composed in periods of high activity and in emergencies.
- Ability to adapt to changes in environment and program structure.
- Ability to provide a high level of customer service to internal and external customers.
- Experience with Microsoft Office Suite.