



## **Athletics Supervisor, Full-Time, Exempt, IMRF (Pension)**

Park Ridge Park District

**Contact Name:** Jim DiHu

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**Contact Phone:** 847-692-3316

**Closing Date:**

**Salary:** \$50,500 - \$53,000 Annually

### **Description:**

The Park Ridge Park District is seeking an individual to oversee the planning, implementation and evaluation of a broad spectrum of Athletic Programs, including but not limited to classes, camps, leagues, and special events to meet the community needs. While this position oversees a variety of athletic programs, it oversees the entire District's Youth Basketball League with over 110 teams and 200 volunteer coaches along with a variety of Athletic summer camps. This position will directly be responsible for managing approximately 95 part-time and seasonal employees. Additionally, this position will be responsible for the budgeting, marketing, and projecting of goals for its Athletic areas.

**Qualifications:** Two to three years management experience in sports and recreation. Knowledge of sports, running athletic leagues and developing and running tournaments along with strong customer service and interpersonal skills is crucial to the success of the role. Advanced knowledge of Microsoft Word and Excel as well as advanced level of written and verbal communication in the English language required. Must be able to obtain CPR/AED/First Aid certification within 90 days of employment. Must possess a valid Illinois Driver's License in order to perform as a District driver.

**Education:** Bachelor's Degree in Recreation, Sports and Tourism, or related field.

**Availability:** Hours are based on the seasonal needs of the Department as listed below. Evening and weekend hours are regular and to be expected.

- Fall
  - September- October: Typically, Monday through Friday daytime hours with evening and weekends to be expected for responsibilities such as Youth Basketball tryouts, adult leagues, tennis and pickleball lessons.
- Winter
  - November- March: Typically, four weekdays with one or two weekend days per week is to be expected for Youth Basketball games.
- Summer
  - May- August: Typically, Monday through Friday daytime hours with weekends and evenings to be expected for responsibilities such as summer camp training and adult leagues.
- Spring
  - April – May: Typically, Monday through Friday. Evening and weekend hours to be expected for adult leagues, tennis and pickleball lessons.

**Benefits:** We offer a generous health plan effective the first day of employment in addition to many other benefits including a pension through IMRF. Our employees enjoy a multitude of facility benefits valued up to \$6,000 such as:

- Memberships at our Fitness Center and Activity Center (for Active Adults 55+)
- Indoor and Outdoor Pool Use
- Private Room Rental for Your Special Occasions
- Classes such as: Fitness, Tae Kwon Do, dog obedience
- Discounted Preschool and Summer Camps for dependents

Select the following link to view all of the amazing benefits we offer: [Employment Opportunities - Excellent Benefits](#)

**Select the following link to view full job description and apply:** [Athletics Supervisor job posting](#)

**Application Deadline:** If interested, please apply by end of day March 24, 2025.

*The Park Ridge Park District is an equal opportunity employer.*