



Athletic Supervisor

Woodridge Park District

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Closing Date:

Salary: \$51,029-\$63,786

Description:

Do you love to work in a great community? Then the Woodridge Park District located in Woodridge, Illinois is for you! We have an opening for full-time Athletic Supervisor. As a five time Illinois Distinguished & Accredited Agency Award recipient, the Woodridge Park District serves approximately 35,500 residents with over 690 acres of parks and sites offering over 1,000 programs each year.

The Athletic Supervisor position is responsible for the administration of a variety of recreational activities and youth/adult athletic programs, with an emphasis on youth athletics. The entire pay range for the position is \$51,029 - \$76,543 with a hiring range of \$51,029-\$63,786. Offers will be made based on experience and qualifications.

Essential Duties and Responsibilities

To perform this job successfully, an individual must be able to perform each essential duty and responsibility satisfactorily and demonstrate the District's core competencies consisting of financial accountability, integrity/ethics, job knowledge, interpersonal skills, policies & procedures compliance, work quality, risk management/safety, District/Department vision and values, adaptability/flexibility, dependability, teamwork, and productivity.

Essential Duties

- Plan, administer, and promote recreation programs, camps, events, trips, and services.
- Act as agency liaison to advisory committees as assigned.
- Ensure the safe use of equipment and facilities.
- Monitor programs, games, and facilities to enforce compliance with District's Behavior Policy for participants, parents/spectators, coaches and volunteers.
- Assume responsibility for the entire operation and supervision of the programming areas assigned including: planning, organizing, making coordinating arrangements, preparing schedules and regulations, instructing personnel if applicable, recruiting volunteers if needed, and implementing/supervising each individual program.
- Program development, brochure development, budget, record keeping, and requested reporting for assigned programs.

- Complete seasonal program/event assessments based on participant, parents and staff feedback through use of various mediums to include but not limited to: surveys, open dialogue, blogs, apps, social media, ad hoc committees, etc.
- Introduce new ideas, update old activities, and make recommendations for improvement of programs.
- Develop strategies and implement marketing & advertising of programs, camps, events, and services in partnership with Marketing and Community Engagement department.
- Recruit, interview, train, supervise, and evaluate selected individuals for seasonal job openings as applicable to assigned programming.
- Purchase all related facility and program materials and equipment.
- Assist park staff with athletic field maintenance when needed.
- Keep records, documents, and information organized and accessible, maintain clean/functional work and storage spaces, work systematically/efficiently, manage time well.
- Maintain required records of activities, services and personnel (if applicable).
- Purchase all related program materials and equipment.
- Review and approve payroll and time records for employees of assigned program areas.
- Prepare and issue news releases, information bulletins, special announcements, posters or other special publicity items with Marketing and Community Engagement department.

Customer Service

- Effectively communicate important information including but not limited to accidents, safety concerns, maintenance issues, programs and resource concerns as needed.
- Monitor health of all participants; be aware and prepared to deal with emergency health issues in accordance with Park District policies. Special sanitation procedures are to be taken in the event of some illnesses, see policy 3.4 in the Comprehensive Policy & Procedures Manual for details.

Initiative

- Tackle problems and take independent action, seek out new responsibilities, act on opportunities, generate new ideas, and practice self-development.
- Promote safety programs with program participants and staff.
- Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Listening Skills

- Listen attentively to others, ask clarifying questions, actively listen, stay open to other viewpoints, manage distractions and interruptions.

Personal Organization

- Attend staff meetings and in-service training sessions as required.
- Attend conferences, workshops, networking opportunities and continuing education classes as budgeted to further enhance knowledge base for specific area of expertise and job responsibilities.

Technical Skills

- Understand specialty equipment, keep knowledge up-to-date, be a technical resource for others, follow technology practices and standards.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and demonstrate the competencies listed above in addition to the following:

- Minimum of one year of proven successful and progressive experience in the field of recreation.
- Extensive knowledge of all sport and athletic programs and procedures.
- Excellent verbal and written communication skills.
- Knowledge of computer software programs including Microsoft Office, Recreation software, and the Internet.
- Ability to work effectively with the general public, cooperating agencies, businesses, organizations, civic groups, and park district employees.
- Ability to read, understand, remember, and interpret routine documents such as safety rules as well as communicate information therein.
- Ability to write routine reports and correspondences and to speak effectively before groups of participants or employees of the organization.
- Ability to understand, remember, and apply common sense to carry out instructions furnished in written, oral or diagram form.
- Ability to identify and respond quickly to emergency situations.
- Ability to effectively problem solve and adapt to change.

Education & Training

- Minimum of a Bachelor of Science degree in recreation/leisure services or related field.

Certificates, Licenses, Registrations

- Certified Park & Recreation Professional preferred
- Valid Illinois driver's license.
- Obtain and maintain first-aid certification.
- Obtain and maintain adult CPR/AED certification.

Working Conditions

- Subject to outside environmental conditions which may include varying weather conditions.
- Subject to inside environmental conditions.

Special Considerations

- Requires a flexible work schedule which may include days, nights, weekends and holidays based on programming.

To apply please use this link to our application portal:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=133419&clientkey=F1A56F33BE72F931A967010AC36BA6CB>