



PT IMRF Athletic Coordinator

Fox Valley Park District

Contact Name: Mark Macek

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Closing Date:

Salary: \$18 - \$23/hr DOQ

Description:

The Fox Valley Park District is a dynamic and growing park district that serves a diverse population of more than 236,000 people. Recognized as an Illinois Distinguished Agency, Fox Valley holds the nation's highest honor as a National Gold medal Award winner for excellence in park and recreation management. Serving the communities of Aurora, Montgomery, and North Aurora, the District maintains 168 parks and 48 miles of inter-connected regional trails amid 2,500 acres of parkland. connected by the Fox River, our communities are tied together with the District's commitment to promote vibrant, healthy lifestyles through fun and safe recreation opportunities that are environmentally and fiscally responsible. The Fox Valley Park District....Where Fun Begins!

JOB SUMMARY

Under the direction and supervision of the Athletic Program Supervisor, the Athletic Coordinator will work both independently and collaboratively to assist with the planning, coordination, and execution of all activities related to district youth and adult athletic leagues, tournaments, skill clinics, and special events. This position will be the go-to person that plays a pivotal role in ensuring smooth operations, fostering of a positive environment for participants, and enhancing the overall experience and growth of the Fox Valley Park District athletic department. This is an at-will position.

EDUCATION, EXPERIENCE AND TRAINING

The ideal candidate will possess a bachelor's degree in sports or recreation management, or have equivalent experience in event planning, sports administration, or recreational programming. They should demonstrate strong organizational skills, with the ability to effectively manage multiple tasks and priorities simultaneously. Excellent communication and interpersonal skills are essential, along with a customer service- oriented mindset. A solid knowledge of sports rules and regulations, particularly those related to the specific leagues offered, is required. The role will also require regular visits to multiple facilities and parks to oversee and support successful league operations and event execution. Proficiency in Microsoft Office and scheduling software is expected, and the candidate should be willing to work evenings and weekends as required by league schedules and events. CPR/First Aid certification is preferred, with the requirement to obtain it within the first three months of employment.

Interested applicants should apply online at: <https://www.foxvalleyparkdistrict.org/about-us/employment/>