



## **Program Supervisor - Athletics**

### **City of Lake Forest**

**Contact Name:** Brina Diaz

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**Closing Date:**

**Salary:** \$50,545.00 - \$72,500.00 Annually

#### **Description:**

Apply Online!

Are you passionate about sports and community recreation? The City of Lake Forest is seeking an energetic, team-oriented Program Supervisor – Athletics to lead youth and adult sports programs, leagues, and camps year-round. This full-time role plays a vital part in creating a positive, inclusive, and active environment for residents of all ages.

Learn more about the Recreation department by reading "'Parks & Recreation Truly Does It All': A Look at the Department's Robust Offerings" on Lake Forest Love Blog!

#### **Why Lake Forest?**

We offer a collaborative and supportive team environment, professional development opportunities, and the chance to make a direct impact on the quality of life in our vibrant community.

Full-Time | Includes Evenings & Weekends | Excellent Benefits

**Anticipated Starting Salary: \$50,545 - \$57,863 DOQ**

**Full Salary Range: \$50,545 - \$72,500**

*Opportunity for step increase at 6 month review, along with annual step increase opportunities*

The position will remain open until filled

Initial review of applications will begin May 19, 2025.

#### **What You'll Do**

- Lead and supervise athletic programs including basketball, flag & tackle football, baseball, and softball
- Recruit, train, and manage part-time staff and volunteers
- Coordinate seasonal schedules, events, and camps
- Build partnerships with schools and community organizations
- Support budget planning, marketing, and program evaluation

- Contribute to city-wide special events like July 4th, Halloween, and more

### **Qualifications**

- Bachelor's degree in Recreation, Leisure Services, or related field
- Experience managing recreational or athletic programs
- Excellent communication, organization, and leadership skills
- Ability to work flexible hours, including evenings and weekends
- CPR certification (or willing to obtain within 3 months)
- Passion for community engagement and lifelong recreation

### **What We Offer**

Excellent benefits package of employer funded and voluntary benefits

- Medical, dental, vision, life and disability insurance
  1. low premiums
  2. plans offered through BCBSIL PPO and HMO
- Paid time off, sick leave and holidays
- Retirement pension (IMRF) – best funded state retirement plan
- Paid training and continuing education programs
- Voluntary benefits: Aflac, EAP, Wellness Program

The City of Lake Forest is an equal opportunity employer and does not discriminate based on race, religion, disability, age, ethnicity, national origin, sex, gender, LGBTQ identification, family status, or military status.

**Women and minorities are strongly encouraged to apply.**