



Athletics Manager

Skokie Park District

Contact Name: Stephenie Gualano

Contact E-mail: sgualano@skokieparks.org

Contact Phone: 847-929-7110

Closing Date:

Salary: 70,000 - 85,000 DOQ

Description:

Due to an upcoming retirement, we are actively recruiting our next Athletics Manager!

The Athletics Manager is responsible for overseeing various aspects of athletic programs, including affiliates, athletic field rentals/permits, Skokie School District (D219) collaboration, and athletic leagues. This role involves managing staff, coordinating programs, and ensuring the smooth operation of athletic events, camps, facility schedules, contractual programs, and affiliated activities.

Essential Duties

- Oversee all aspects of athletic field rentals and permits, managing schedules, payments, and ensuring facilities are properly maintained and utilized.
- Hire, train, supervise and evaluate athletic programming staff.
- Provide supervision and support to the Athletic Supervisor, ensuring efficient management of day-to-day athletic operations, including scheduling, programming, staffing, and facility maintenance.
- Act as a liaison between the Skokie Park District and D219, fostering collaboration and partnerships related to athletic programs, facilities, rentals, permits, and events.
- Supervise athletic facility and field scheduling throughout the District. Schedules include various school and travel teams, private clubs, and outside organizations.
- Coordinate contractual programs such as Challenger Soccer Camps and Cricket, ensuring high-quality experiences for participants, proper scheduling, and compliance with agreements. Coordinate contractual programs such as Karate, Martial Arts club and camps offered by external organizations in ensuring high-quality experiences for participants.
- Work closely with Park Services to ensure and evaluate overall quality and conditions of athletic fields throughout the District.
- Maintain inventories of athletic equipment and purchase program supplies and equipment as needed.
- Conduct periodic surveys regarding athletic programs.
- Oversee various athletic leagues, including Baseball, Basketball, Softball, and Volleyball, managing team registrations, scheduling games, coordinating officials, and overseeing league activities.

- Manage relationships with affiliates, including AYSO, Skokie Youth, and Skokie Baseball and Softball, ensuring clear communication, collaboration on events, and support for affiliate programs.
- Maintains scheduling for all leagues in a comprehensive website (Quickscores.com) throughout the year, to better support all league members.
- Coordinate camps, including contractual soccer and baseball camps, as well as Varsity Sports Camp, ensuring the development of engaging programs, adequate staffing, and a positive camp experience for participants.
- Develops camp calendars and purchases supplies, books busing and fieldtrips, and implements activities and schedules for camps and programs assigned.
- Assists with district wide special events including 4th of July, Festival of Cultures, and Backlot Bash.
- On call for building, participant, and staff emergencies.
- Interacts and communicates with internal and external customers in a courteous and professional manner.
- Will be required to join district wide committees and other recreational events throughout the year as assigned.
- Performs other duties as assigned.

Qualifications:

Education: Bachelor's degree in Recreation Management, Sports Management, or related field preferred.

Experience: Minimum 5 years experience organizing sports leagues, camps, and programs including knowledge of recreational sports and activities suitable for different age groups. Experience with program budgeting, financial management, and minimum three years of supervising staff. Ideal candidate will have a strong background in coordinating and leading leagues and summer camps. RecTrac registration software experience highly preferred. Must have the ability to work collaboratively with staff, adults, parents and community partners. Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook) required.

Certifications: Must be able to obtain and keep current CPR and AED certifications. Certified Park and Recreation Professional (CPRP) preferred. Must possess a valid Illinois Drivers' License.

In return for your talent, we offer competitive benefits including:

- BlueCross BlueShield Illinois PPO and HMO plans
- Dental Insurance
- Vision Insurance
- Generous vacation, personal and sick time
- Employer-paid life and AD&D insurance + voluntary options
- Employee assistance programs
- Pension plan
- 457b and ROTH options
- Internal benefit offerings on programs, rentals, memberships
- Paid Parental Leave (after one year of employment)

To apply, submit your resume and cover letter here:

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=144439&clientkey=F5399E13078DE94BE9A1121375B92420>

This job falls in paygrade FT7. The target hiring range for this position is \$70,000 - \$85,000 annually. A link to our full-time wage scale can be found here: <https://www.skokieparks.org/full-time-wage-scale/>

Additionally, a list of our benefits can be found here: <https://www.skokieparks.org/employee-benefits/>

At the Skokie Park District, we believe in fostering a workplace where everyone feels valued, respected, and empowered. We are proud to be an Equal Opportunity Employer and welcome people of all backgrounds, experiences, and perspectives. We are committed to creating a diverse and inclusive environment where all employees can thrive. We encourage applicants of all races, genders, ages, abilities, and identities to apply and join our team.