



Program Manager Athletics

Lemont Park District

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Closing Date:

Salary: \$58,656 - \$60,581

Description:

Job Summary:

The Program Manager Athletics is responsible for planning, budgeting, organizing, publicizing, staffing, scheduling, and the safety of all Lemont Park District athletic related programs. This position is responsible for the following but not limited to; all sports programs (both youth and adults), basketball, volleyball, tennis, pickleball, golf, contracted programs and in-house leagues including the Recreational Soccer League, Rookie Rec Hoops League, Recreational Basketball Leagues, Flag Football League, and other special events.

Essential Job Functions and Responsibilities:

- Implement all athletic programming from inception to conclusion including the hiring of staff and/or independent contractor(s); the purchase of related equipment and supplies; scheduling facilities; marketing; and conducting of end-of-program surveys.
- Research the recreational needs and interests of the community. Determine qualifications, offerings, content, and staffing need for each program.
- Compare and gauge program content through observation, past and current attendance records, surveys, and participant comments. Provide financial analysis as required to review, recommend, and interpret fees and policies.
- Prepare the annual program budget, making necessary revenue and expenditure adjustments throughout the year. Administer programs within the adopted budget guidelines, following budget approval. Maintain current accurate records pertaining to all assigned programs including program enrollment and financial recaps after each season.
- Establish and maintain cooperative planning and working relationships with local organizations and businesses to aid in not duplicating program offerings in the community as you work to develop new or expanded programs or services either individually or as assigned.
- Oversee independent contractors' programs and scheduling. Review and approve annual contracts, schedules, and related invoices.
- Update brochures and website, public relations including press releases, program management and class instruction and participating in special events.

- Work collaboratively with the Marketing Department to promote athletic programs efficiently and effectively.
- Frequently monitor program enrollment and take measures to cancel low enrollment programs.
- Prepare monthly board reports.
- Establish and maintain cooperative planning and working relationships with local organizations and businesses.
- Utilize recreation and financial software programs.
- Hire, train, schedule, supervise, and evaluate assigned staff, ensuring they provide exceptional service to patrons.
- Perform all job duties safely and in compliance with District policies, procedures, work, and safety rules.
- Responsible for setting and achieving Department and personal goals and objectives on time.
- Attend professional conferences and workshops to stay informed on the industry's best practices and enhance professional skills.
- Perform other duties as assigned.

Job Qualifications:

- Bachelor's degree in Recreation Administration or related field.
- Park and recreation administration, customer service and comprehensive program planning skills are required.
- A minimum of three years' experience in related field preferred or any equivalent combination of education, experience, and training.
- Current Certified Park and Recreation Profession (CPRP) status preferred or eligible to acquire within one year of hire.
- Microsoft Word and Excel skills required.
- Valid Illinois Driver's License.
- CPR/AED/First Aid certification within 90 days of hire.
- Ability to lift and/or move up to 50 lbs. with assistance.

Work Environment:

The physical demands of this position are minimal. Most of your job will be at a desk and takes place in a typical office environment, some set up for recreation programming may be necessary. Perform hand and arm movements as when working on a computer keyboard or calculator. Reading handwritten information and writing legibly. Job may include walking, standing, lifting, twisting, bending, or squatting.

Benefits Offered: In exchange for your time and talent, we offer a generous benefit package.

- Medical & Prescription Coverage
- Dental & Vision Coverage
- Life Insurance (basic & voluntary)
- PATH Wellness Program
- EAP Employee Assistance Program
- Pension Defined Benefit Plan (IMRF)
- 457 Defined Contribution Plan
- Vacation and Sick Time

- Paid Holidays (as defined in our Policy Manual)
- Tuition Reimbursement
- Facility Discounts & Usage Benefits

To apply visit our website:

- <https://www.lemontparkdistrict.org/about/employment/>