



## **Athletics and Special Events Coordinator**

Pleasure Driveway & P.D. of Peoria

**Contact Name:** Amber Eash

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**Contact Phone:** 309-681-2874

**Closing Date:**

**Salary:** \$40,000 - \$45,000

### **Description:**

**Duties:** Under the supervision of the RiverPlex General Manager, the Athletics and Special Event Coordinator is responsible for:

- Recruiting groups to host special events in the RiverPlex Arena.
- Planning, scheduling, facilitating, and evaluating volleyball leagues, programs, rentals, and special events in the multi-purpose RiverPlex Arena.
- Coordinating and programming activities during non-prime hours in the Arena.
- Supervising the indoor rock-climbing wall, including recruiting, hiring, training, and scheduling staff for this area.
- Assisting with routine safety inspections and collaborating with facility maintenance staff on larger maintenance projects.
- Suggesting new ideas and techniques to improve operations.
- Responsible for the recruitment, hiring, training, and scheduling of part-time staff, including league personnel, officials, special event staff, rock-climbing wall attendants, and others as needed.
- Assisting with the purchase, distribution, and inventory of program supplies.
- Participating in the development of goals and objectives for programs and services that align with the overall goals of the Park District.
- Acting as a liaison with community school districts, agencies, and other organizations to strengthen relationships and better coordinate cooperative services and programming.
- Identifying and responding to community needs through the creation, improvement, and expansion of recreation programs.
- Preparing and submitting records, including registration, attendance, payroll, schedules, invoices, and other documentation as requested.
- Following all safety procedures relevant to assigned duties and supporting the Park District's overall safety program.
- Performing all other duties as assigned.

**Essential Functions:** The work requires physical exertion in handling supplies, equipment, and materials relative to the programming content. Bending and stooping, and ability to lift and carry up to 50 pounds may be required on a regular basis. The programmed activities involve everyday risks

which require normal safety precautions typical of the recreation industry. The indoor work environment is adequately lighted, heated, and ventilated.

**Education:** A four-year college degree is preferred. Although a degree is preferred, extensive experience in a similar position with similar duties and responsibilities may be substituted for all or part of the educational requirement.

**Experience:** Two years of experience in recreation or sports programming, or an equivalent combination of education and experience. Strong computer skills, along with comprehensive knowledge of scheduling, programming, league coordination, event planning, and follow-up.

**Knowledge and Ability:**

- Understanding of basic philosophy underlying a sound community recreation program and ability to interpret that philosophy to staff and the public.
- Ability to work cooperatively with representatives of community, public and private groups and organizations
- Ability to communicate effectively both verbally and in writing. Must possess good working knowledge of recreation and event programming, computer scheduling, and ability to maintain a computer working file.
- Ability to maintain a good working relationship with staff and promote a positive image through daily interaction with the public.
- Extensive knowledge of recreation and sports programming methods, and community resources used to develop well-rounded, inclusive community programs.
- Ability to work independently and maintain a flexible schedule. (i.e. evenings and/or weekends)
- Working knowledge and certification of First Aid, CPR, and AED safety precautions employed in a recreational setting.
- Ability to be professional, respectful, accountable, innovative, to follow safety procedures, and be equitable to both internal and external customers.

**Benefits and Perks:**

- Paid sick days, vacation days and holidays.
- Longevity bonus program and wellness program.
- Pension and retirement programs and Social Security participating.
- Exceptional health plan.
- Paid Life Insurance.
- Disability Insurance.
- Full-time employees and dependents enjoy discounted recreation classes and free admission to select Park District facilities.

The Peoria Park District hires without regard to race, color, religion, sex, age, national origin, citizenship status, ancestry, sexual orientation, marital status, disability, pregnancy, military status or unfavorable discharge from military service, protected veteran status or on the basis of any characteristic protected by law.

All qualified individuals are encouraged to apply.

AN EQUAL OPPORTUNITY EMPLOYER.