



## **Athletics Coordinator**

### **Northbrook Park District**

**Contact Name:** Meri Shea  
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**Contact Phone:** 847-291-2993  
**Closing Date:**  
**Salary:** \$17.00 - \$23.00 Hourly

#### **Description:**

**JOB STATUS:** Part Time

**DIVISION:** Recreation

**FSLA STATUS:** Non-Exempt

**JOB LOCATION:** Sports Center - Northbrook, IL

**SECONDARY JOB LOCATION(S):** Techny Prairie Activity Center - TPAC - Northbrook, IL

#### **Compensation & Hours:**

Starting at \$17.00 - \$23.00 Per Hour (DOQ)

This is a part-time IMRF, non-exempt position.

Tuesday-Saturday 10:00 AM - 4:00 PM

Additional hours or days may be required based on seasonal demands.

#### **Benefits**

All employees are eligible for the Recreation Benefits usage, which includes discounted and/or complimentary services, and a Defined Pension IMRF.

The Northbrook Park District is seeking a motivated and detail-oriented Athletics Coordinator to manage and enhance our athletic programs. The Athletics Coordinator is responsible for assisting the Athletics Department with planning, organizing, and implementing assigned athletic programs and events. This role ensures the successful implementation of programs in accordance with Park District policies and procedures. The Athletics Coordinator plays a vital role in upholding the District's Mission, Vision and Guiding Principles through quality program delivery and exceptional customer service.

#### **Essential Job Duties**

- Assist with the planning, organizing and oversight of assigned athletic programs, leagues and special events.
- Assist with the preparation of program budgets, including evaluating competition, reviewing revenue allocations from Activenet, obtaining quotes, and managing the implementation for assigned programs, leagues, and events.
- Complete assigned budgets in their entirety.

- Source and purchase program equipment and supplies necessary for program execution, following all purchasing procedures and guidelines.
- Prepare and maintain documentation, including attendance records, program evaluations, rental requests, permits, invoice submissions and purchase orders.
- Maintain and organize equipment inventory, reporting facility and equipment needs promptly.
- Review promotional materials, including flyers, brochures, press releases and website content to ensure accuracy.
- Support recruitment, onboarding and training for volunteers and seasonal and part time staff as needed.
- Support Recreation Supervisors with youth and adult league registration by reviewing friendship requests, assisting with team formation, scheduling leagues, and communicating.
- Collaborate with Recreation Supervisors to manage volunteer coach applications, ensuring completion of background checks, concussion training, and mandated reporter training. Maintain accurate and up to date records for all volunteer coaches.
- Assist in managing leagues through effective communication, including substitutes for pickleball leagues.
- Plan and execute Coaches' Appreciation Night and special events, including coordinating logistics, purchasing supplies and submitting marketing requests for event promotion.
- Attend volunteer coach meetings, parent meetings and coaching clinics to support communication and program success.
- Support Recreation Supervisors by entering schedules for affiliates, leagues, and programs into ActiveNet, and preparing necessary documentation for each position.
- Maintain positive and professional relationships with coworkers, patrons, and affiliates. Provide support in the administration of software systems, such as Musco Control Link, Quickscores, and Statusfy, as they pertain to the Athletics Department.
- Diligently follows and adheres to all safety policies and procedures, including the identification, elevation, and reporting of incidents and accidents in a timely fashion.
- Follows safe work practices.
- Attend training and meetings as required.
- Performs other related duties as assigned.

To view job description, [click here](#).

### **Qualifications**

Completion of two (2) years of college or university coursework, including general office and/or customer service experience; or any equivalent combination of training and experience which provides the following knowledge, ability and skills. A valid Illinois Driver's license is required.

### **Skills & Abilities**

- Communicate effectively both orally and in writing
- Able to establish and maintain satisfactory working relationships with fellow staff and patrons
- Can work independently and efficiently
- CPR/AED certified, or eligible within six months of hire (training is provided)

### **Knowledge**

- Proficient in Microsoft Office Suite, including Excel, Outlook, Word and OneDrive
- Business English, including writing and spelling
- Athletic or recreation programming philosophies
- Facility, staff and participant safety practices related to athletics programming

### **Physical Requirements**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee frequently is required to stand and talk or hear; use hands and fingers to handle, feel, or operate objects, tools, or controls and reach with hands and arms.
- The employee must occasionally lift and/or move up to 50 pounds. Workers are allowed and encouraged to use mechanical or manual assistance for lifting above 40 lbs. as a guideline. Working in teams will also allow workers to have assistance with heavier activities at various sites. Lifting also requires bending, stooping, carrying and twisting.
- The employee is frequently required to walk; sit; climb; or balance; stoop, kneel, crouch, or crawl; and smell.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

To apply, please complete a job application at: <https://nbparks.co/athleticscoordinator>

**Our Mission:** To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer