



## **Athletics Supervisor**

### **Elk Grove Park District**

**Contact Name:** Nick Kapetan

**Contact E-mail:** [nkapetan@elkgrovecparks.org](mailto:nkapetan@elkgrovecparks.org)

**Contact Phone:** 847-228-3504

**Closing Date:**

**Salary:** \$48,446.00 - \$56,105.00

#### **Description:**

##### **JOB SUMMARY**

Under the direct supervision of the Athletics Manager, the Athletics Supervisor is responsible for the development, implementation and administration of athletics programs, activities, and events as assigned. Responsibilities include but are not limited to planning, organizing, scheduling, selection and evaluation of related staff. Program areas encompass sports and sports related facilities. Additionally duties and responsibilities include building strong relationships with the youth athletics advisory boards.

##### **ESSENTIAL JOB FUNCTIONS**

- Plan, organize, schedule, coordinate and implement various athletics programs and events for the District: Fishing Derby, Basketball Leagues/Tournaments, Softball Leagues/Tournaments, Tennis Lessons, Adult Leagues, and miscellaneous new programming as defined annually
- Oversee all operations and act as a liaison to the following youth athletics advisory boards: Basketball, House Baseball, and Travel Baseball
- Effectively manage all independent contractors that are utilized to enhance athletics offerings for the district: Shotokan Karate, TaekwonDo, Youth Volleyball, and others as assigned by the Superintendent of Recreation or Athletics Manager
- In collaboration with the Athletics Manager and Athletics Advisory Boards, coordinate the use of athletics facilities on behalf of the District
- Attend monthly youth athletics advisory board meetings
- Hire, train and evaluate all staff needed to successfully operate area of responsibility
- Responsible for approving payroll for staff in athletics programs as assigned
- Responsible for conducting PDRMA required and state mandated safety education for volunteers and staff
- Effectively communicate information regarding Park District and Athletics program policies, procedures, and services to staff, volunteers, and customers
- Responsible for the development and presentation of the annual budget, administration of allocated funds, and preparing required documents for all areas of responsibility
- Meet yearly financial contribution margin determined by Athletic's Manager, Superintendent of Recreation Programs, Director of Leisure Services, Director of Business Services and the Executive Director

- Ensure the customers' needs are addressed, met and issues communicated to the appropriate staff
- Prepare seasonal brochure information and publicity materials in cooperation with the Marketing Department
- Assist with community wide special events
- Performs the job safely and in compliance with district policies, procedures, work and safety rules
- Must be familiar with the Open Meetings Act and attend any necessary training related to OMA

### **OTHER JOB FUNCTIONS**

- Working knowledge of the RecTrac registration software
- Ability to communicate effectively within the office environment and to the necessary parties affected by changes and/or customer needs
- Establish orderly filing and/or resource areas/systems
- Ability for data entry and word processing
- Availability to work evening and weekends when activities/events require it
- Willingness to accept various responsibilities as may be deemed appropriate
- Other duties as assigned

### **MINIMUM QUALIFICATIONS**

- Organizational ability with strong written and verbal communication skills
- Pleasant manner, attention to detail, basic computer skills, outgoing personality with a customer service focus
- Work in a team environment
- Good knowledge of pertinent safety precautions
- Ability to maintain positive and effective working relationships with other employees

### **EDUCATION AND EXPERIENCE**

The above knowledge and skills may be demonstrated by a Bachelor's Degree in Recreation, Physical Education, Sports Management or related field and a minimum two years' experience in instructions, supervision or programming of athletics related activities and/or facilities. CPRP preferred. An equivalent combination of education and/or experience may be substituted for the above.

All applicants must apply at <https://elkgroveparks.bamboohr.com/careers/264>

Elk Grove Park District is an Equal Opportunity Employer

Summary of Benefits