



Athletics Supervisor

Des Plaines Park District

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Closing Date:

Salary: \$53,000 - \$58,000

Description:

JOB IDENTIFICATION

Job Title: Athletics Supervisor

FLSA: Exempt

Department: Recreation

SUPERVISORY RELATIONSHIPS

Reports to: Assistant Superintendent of Recreation

Supervises: Athletic Program Coordinators, Instructors, Leaders, Volunteers, and Affiliates.

Hours: Wednesday and Thursday 12:00–8:30pm, Tuesday and Friday 8:30a-5:00p, Saturday 8:30a-5:00p

BASIC FUNCTION

The Athletics Supervisor is responsible for planning, organizing, and implementing all athletic programs, leagues, clinics, contractual and affiliate group usage, and athletic-related special events. Oversees and maintains the facility's open gym schedule in coordination with programs, rentals, and athletic events. This position also acts as the manager on duty when the Assistant Superintendent is not present.

ESSENTIAL DUTIES

1. Supervise the programming for all athletics, including soccer, basketball, contractual athletic programs, leagues, martial arts, camps, and athletic events.
2. Recruit, select, train, supervise, mentor, and evaluate part-time and seasonal athletics staff.
3. Coordinate open gym schedules for Prairie Lakes around programming and special events.
4. Act as "manage on duty" for the daily operation of the Prairie Lakes Community Center when the Assistant Superintendent is not available.
5. Acting as the liaison for affiliates, schools, and boys and girls feeder programs coordinating gym and field use.
6. Ensure field use permits and maintenance schedules are up to date.
7. Prepare, distribute, and analyze program participant evaluations.

8. Prepare program reports and analyze statistics.
9. Communicate with other supervisors and departments regarding program needs and gym availability.
10. Coordinate with the Des Plaines Elementary and High School Districts in securing additional program space.
11. Respond to emergencies and complete all necessary reporting, fact-gathering and follow-up.
12. Develop policies and procedures for staff, and programs.
13. Coordinate, and supervise volunteer coaches for youth leagues.
14. Update and implement volunteer training programs.
15. Plan and manage athletics budget.
16. Maintain inventory, and purchase uniforms, supplies, and equipment for facility and programs.
17. Coordinate all promotional material with the marketing department for all areas of responsibility, including seasonal program brochure.
18. Provide quality customer service. Respond promptly to all public inquiries and complaints.
19. Maintain cash control and supervise all bank deposits.

OTHER DUTIES

1. Coordinates and assists with Special Events, as assigned.
2. Attend training sessions and meetings with other professionals.
3. Respond to Prairie Lakes building alarms on a limited basis.
4. Act as district liaison with related groups, local service organization(s) and schools, as assigned.
5. Inform all staff of any changes in policy, procedures, or rules handed down by supervisors.
6. Coordinate staff to direct patrons in the event of an emergency such as severe weather or fire.
7. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
8. Perform additional duties as assigned.
9. Member of a Park District committee as assigned.

POSITION QUALIFICATIONS

Education: Bachelor's Degree in recreation or related field, preferred

Experience: Minimum of two (2) years of progressive experience.
Demonstrate experience with cash control.

Proficient computer skills to include Microsoft Word, Excel, and Outlook.

Excellent verbal and written communication is required.

Certifications: CPR and First Aid Certified, *Classes available through Park District upon hire*
Valid Illinois Driver's License

COMPETENCIES

Memory Recall Recalls details, procedures, and prior events to ensure consistency. Recalls education and training and applies concepts to the job.

Mental Alertness Demonstrates the ability to conceptualize. Solves problems through deductive reasoning.

Scanning Accuracy Pays attention to details affecting the overall outcome of work. Identifies trends and problems accurately and quickly.

Technical Skill Applies education, training and experience to complete job requirements.

Verbal Ability Communicates detailed or technical information clearly. Logically organizes

ideas; gives open and honest feedback. Demonstrates ability to get ideas across through clear and logical communication.

Interpersonal Skills Demonstrates ability to lead meetings, speak in public and prepare written correspondence.

Composure Uses techniques to manage stress so that it does not interfere with the accomplishments of the work. Maintains calm demeanor even during stressful periods. Demonstrates ability to accept criticism.

Character Strength Overcomes obstacles to getting the work done. Is responsible and dependable. Completes assignments. Demonstrates personal values.

Dominance Demonstrates an ability to take charge when necessary. Manage self-control to ensure the ideas of others are heard. Stand up for personal opinions.

Emotional Maturity Demonstrates ability to work effectively with others possessing less experience or technical expertise. Can accept decisions when they go contrary to personal ideas and beliefs. Can accept compromise.

Motivation Seeks to continually improve performance.

Realistic Recognizes the motivation and hidden agendas of others. Strives for win-win outcomes. Accurately relays progress, obstacles and opportunities.

Success Orientation Is driven to accomplish more than is necessary. Seeks to exceed established standards. Is innovative and creative in accomplishing the work.

Teamwork Understands roles and makes appropriate contributions to the team. Accepts the decision of the team.

Work Habits Effectively plans and organizes projects impacting the work of others. Meets deadlines without disruption to daily operations. Follows established priorities. Adapts to change. Maintains order and safety.

PHYSICAL DEMANDS

Manual Dexterity: Work requires regular speed, accuracy and adeptness to operate a limited range of equipment.

Physical Effort: Work requires handling light and simple weight materials or equipment requiring limited effort. Ability to participate and/or teach classes on a limited basis.

Working Conditions: Duties are carried out in an office setting. Required to visit programs and attend meetings at other locations. Must be able to drive a vehicle.

Hazards: Possibility of accidents of a minor nature requiring first aid. Will work with small kitchen appliances. Will use common household cleaners.

The above statements are intended to describe the general nature and level of work being performed by most people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and requirements.

Des Plaines Park District is an Equal Opportunity Employer. Des Plaines Park District ensures equal employment opportunities regardless of race, creed, gender, color, national origin, religion, age,

sexual orientation or disability. If you need any special accommodations, please contact our HR Coordinator, Ellie Asa, at the Park District at 847-391-5099 or email at ellie.asa@dpparks.org so that we may make the necessary arrangements for you