



Sports Coordinator

Wilmette Park District

Contact Name: Carol Heafey
Contact E-mail: cheafey@wilpark.org
Contact Phone: 847-256-9692
Closing Date:
Salary: \$24 - \$28/hr

Description:

SUMMARY: Under the direction of the Recreation Supervisor this role assists in planning and organizing a variety of youth and adult athletic leagues and programs, enriching the community through recreational sports.

This is a PT1-ACA position with Illinois Municipal Retirement Fund (IMRF), individual HMO medical, dental and vision benefits. As well as facility and program benefits. Minimum of 30 hours per week.

SUPERVISORY DUTIES:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Schedule and coordinate all aspects of youth and adult sport leagues, including games, practices, league standings, rainout line and tournaments.
- Assist with the preparation of seasonal activities for the program guide including development of programs and entering into registration software.
- Able to organize programs, volunteers, communicate with vendors and be able to respond to high volumes of phone calls, emails, and other inquiries.
- Provides guidance to staff while onsite in adherence to the program quality standards
- Participate in coaches and captains' meetings for youth and adult sport leagues.
- Assist in creation of team rosters
- Lead up to 15 hours of youth classes and clinics each week
- Coordinate and lead Sports Birthday Parties
- Provide developmentally appropriate activities that meet the needs and interests of the participants.
- Substitute classes and clinics as needed
- Maintain an organized workspace, which includes, but not limited to having all the necessary supplies, forms, equipment, etc. needed for all programs.
- Maintains inventory of athletic equipment
- Act as liaison with appropriate Parks and Planning staff regarding field scheduling, field conditions, makeup games and cancellations

- Set-up and take down of any equipment dependent on league
- Communicate with other Park District staff, supervisors and team leaders as needed
- Actively contribute to the Park District's sustainability goals
- Perform other duties as assigned

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents
- Obey the practical safety rules, regulations and procedures established by the Wilmette Park District safety program that is pertinent to the activities conducted by the department
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to fire, severe weather and evacuation procedures
- Promptly report all unsafe actions, practices or conditions observed to immediate supervisor, Risk Manager.
- Attend and participate in required safety trainings
- Prepare and review all accident and incident reports that occur under area of responsibility and send to direct supervisor

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND EXPERIENCE:

- Must be at least 18 years of age
- Knowledge of the league sports, including but not limited to rules, equipment, and playing area

CERTIFICATIONS, LICENSES, REGISTRATIONS:

- Valid Illinois Driver's license
- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District
- Complete annual District trainings including, but not limited to, Sexual Harassment Training annually and Mandated Reporter every three years

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals
- Ability to apply commonsense understanding to carry out detailed, but uninvolved instructions furnished in written, oral or diagram form
- Ability to project across a large area with clear and concise language
- Ability to maintain self-control and composure in high stress and/or difficult situations
- Ability to work independently and problem solve

TECHNOLOGY SKILLS:

Possess computer skills with the ability to learn and use new computer software, The Park District uses Microsoft Office Suite, and RecTrac for program registration/facility booking.

PHYSICAL DEMANDS:

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 accommodations may be made

to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to stoop, kneel, crouch or crawl
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hand and arms
- The employee is required to stand, walk and sit; climb or balance; and push/pull objects
- Must be able to work outdoors in various seasons
- Must be able to walk back and forth on the length of soccer field, softball play fields and basketball courts
- Ability to lift 50 pounds for a distance of 25 yards
- The employee must maintain close supervision of children when assisting in programs
- Must be able to move quickly to respond to emergency situations or children's needs
- The noise level in the work environment is usually moderate.

HOURS:

- The Sports Coordinator will have varying hours, based on the needs of the program, camp, or special event responsibilities and/or the agency.
- This role requires evening and weekend availability; the specific work schedule will be determined by the Recreation Supervisor and is subject to seasonal variation.
- General hours of duty will be approved by the Recreation Supervisor – Sports

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