



Athletic Supervisor

City of Charleston

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Closing Date:

Salary: \$35,568 - \$43,888 depending on qualifications

Description:

Parks & Recreation Department – Athletic Supervisor

The City of Charleston is seeking candidates to fill the position of Athletic Supervisor in the Parks & Recreation Department. This position is full-time Monday - Friday with evening and weekend work required. The starting salary is \$35,568 annually and up to \$43,888 depending on qualifications.

This posting will remain open until the position is filled.

Benefits:

- Illinois Municipal Retirement Fund (IMRF)
- Personal Leave Accruals - 24 hours per year
- Vacation Leave Accruals - 40 hours first year, 80 hours second year
- Sick Leave Accruals - 8 hours per month
- 11 Paid Holidays per year
- Cell Phone Reimbursement and Car Allowance
- Employee voluntary deferred compensation plan
- Employee voluntary flex spending and dependent care options
- BCBS PPO health insurance and HDHP health insurance
- Health Savings Account employer contributions - \$500 single and \$1,000 plus one or family
- Delta Dental - employee paid
- VSP Vision - employee paid
- Aflac options

Duties:

- Plan, organize, implement, and evaluate youth and adult sports leagues and athletic programs (e.g., baseball/softball, soccer, basketball, volleyball, pickle ball, etc.), leagues, camps, and clinics.
- Recruit, coordinate and supervise tournaments and special athletic events hosted by the department or outside sources.

- Oversee registration processes, team assignments, league schedules, and communication with coaches, officials, volunteers, and participants.
- Maintain program records, participation data, and incident reports.
- Assist with marketing and promotion of sports programs through social media, flyers, website updates, and community outreach.
- Recruit, hire, train, schedule, and supervise part-time staff, volunteer staff, and interns in his/her area of responsibility.
- Supervise and evaluate Recreation Department personnel in his/her specific areas.
- Review personnel needs and requirements to make recommendations regarding personnel management issues.
- Set program goals and objectives that meet the leisure needs of the community of Charleston.
- Plan, prepare, and monitor program budgets for facilities, programs, and services; track expenditures and revenues for each program/event; solicit donations and sponsorships as needed.
- Assist in the establishment and continuance of cooperative planning and working relationships with local community agencies and organizations.
- Communicate the mission of the Parks and Recreation Department to area businesses, community leaders, municipal agencies, and the general public.
- Respond to participant inquiries and resolve conflicts/complaints in a professional and customer-focused manner.
- Coordinate the operation and programming for assigned affiliates of the department and attend regular meetings as a liaison for same.
- Schedule and manage use of athletic fields, gyms, and recreation facilities; serve as primary liaison with schools, athletic associations, and user groups.
- Coordinate with the Parks and Maintenance division on field preparation, lighting, and facility upkeep.
- Attend meetings as assigned. (Advisory Board, City Council, Affiliates, Committee, etc.)
- Attend continuing education workshops and conferences as needed or assigned.
- Comply with the City's policies as presented in the Personnel Policy Manual.
- Physical setup of some programs or events (including lifting and moving tables/chairs, distributing supplies, etc.).
- Inspect and regularly appraise the need for repairs or improvements in parks, playgrounds, equipment, and recreation facilities.
- Assist with special events, projects and other department-wide initiatives as assigned.

Desired Minimum Qualifications:

- BS/BA in Recreation Management, Sports Management, Sports Administration, Physical Education or related field with 1-3 years of experience in recreation services and programs is preferred. Experience can substitute for Degree
- Be able to lift and turn carrying 25 pounds at least 10 feet, and placing this load on shelves at chest height.
- Possess a valid Illinois driver's license
- Pass an extensive background investigation and drug/alcohol screen
- CPR/First Aid/AED certification (or ability to obtain within 6 months of hire)
- Certified Park and Recreation Professional (CPRP) is a plus
- Strong knowledge of youth and adult athletic leagues, sports rules and regulations, tournament scheduling, and league organization.
- Demonstrates knowledge of planning, organizing, and supervising recreation functions in programming, personnel, administration, public relations, budgeting, and financial management.
- Excellent communication and interpersonal skills; ability to maintain confidential information.

- Excellent attention to detail; ability to complete tasks efficiently and proactively troubleshoot, problem solve, and make sound judgments.
- Demonstrates skills in planning, organizing, and supervising recreation functions.
- Must utilize basic math functions to prepare budgets and other statistical materials.
- Must have the ability to read, write, and organize materials.
- Must be able to supervise others and have good safety awareness.
- Must exhibit good problem-solving ability and good judgment in keeping with the mission of the Parks and Recreation Department.
- Proven reliability, dependability, initiative, creativity, and the ability to inspire the best efforts of others.
- Willingness to work evenings, weekends, and holidays as needed.
- Ability to work during various weather conditions, including hot or cold temperatures, and around pool chemicals, while operating indoor and outdoor facilities or programs.
- Computer proficiency in Microsoft products and ability to learn Recreation management software

Apply online at www.charlestonillinois.org. For free internet access, please visit the Charleston Carnegie Library. EEO/AA.