



Program Manager-Athletics

Hoffman Estates Park District

Contact Name: Jennifer Sweeney

Contact E-mail: jsweeney@heparks.org

Contact Phone: 847-310-3606

Closing Date:

Salary: \$58,000-\$65,000

Description:

Program Manager-Athletics

Our current Athletics Program Manager is advancing to a position in college athletics, and we're seeking an energetic, motivated professional who's passionate about sports and recreation to join our Hoffman Estates team!

The Recreation Services Program Manager – Athletics is responsible for developing, budgeting, promoting, and managing a variety of youth and adult athletic programs. This position reports directly to the Superintendent of Athletics and Facilities and provides leadership and supervision to part-time staff and volunteers.

Supervisory Responsibilities: Directly supervise part-time athletic staff, volunteers and work with outside contractors. Participate in hiring, training and onboarding staff; provide ongoing supervision, coaching and professional development; conducts performance reviews and corrective action as needed; ensures staff compliance with policies, procedures and customer service standards; assists in the development of team goals and fosters a positive, inclusive work environment.

Essential Duties and Responsibilities:

- Organizes, implements and evaluates a comprehensive selection of youth and adult athletic programs designed to meet the needs of the community.
- Recruits, hires, trains, supervises, terminates, schedules and evaluates all staff for programs, including instructors and volunteers.
- Orders and distributes program supplies to instructors as needed. Maintains appropriate inventory and supply for all programs in area.
- Prepares annual budget projections and monitors revenue and expenses in areas of responsibility.
- Prepares monthly board reports, bi-weekly payroll, program evaluations, annual reports, and any special reports requested by the Superintendent of Athletics and Facilities.
- Prepares seasonal program guide information and creates publicity materials in cooperation with the marketing personnel.

- Evaluates the effectiveness of existing programs and submits recommendations for program development, changes and pricing structure to the Superintendent of Athletics and Facilities.
- Maintains required records of programs, fees and participation statistics as required.
- Works cooperatively with Human Resources and Risk Management. Conducts required training and safety programs as established and recognized by the Hoffman Estates Park District.
- Utilizes district's computer software and systems applicable to area.
- Research current trends and develops new programs in response to the community's needs and desires.
- Communicates maintenance issues repairs and coordinates room set-up as well as school, park, and gym scheduling as needed for programs and activities with the appropriate staff.
- Develops and maintains cooperative relationships with affiliated groups and community organizations.
- Ensures goals are being met within area of responsibility as well as being a productive team member to achieve division and department goals.
- Supports and exhibits the organizational values of respect, communication, integrity, innovation, recognition and appreciation, continuous learning, fun, empowerment and people.
- Must support and demonstrate organizational values and quality standards of the Hoffman Estates Park District.
- Performs other duties as assigned.

Position Requirements: Graduate of a college or university accredited by the U.S. Department of Education with a Bachelor's Degree in recreation, or closely related field; minimum two (2) years full-time related experience required in recreation program management; or any equivalent combination of education, experience, and training which provides the required knowledge, skills, and abilities.

Required Skills/Abilities:

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.
- Demonstrated knowledge, creativity and skill in programming a variety of youth and adult athletic programs along with special events as assigned.
- Working knowledge of principles, practices, and objectives of youth and adult athletics programming and management, and community recreation.
- Must possess the ability to hire, organize, direct and lead the work of subordinate employees for program responsibilities.
- Must have good oral and written communication skills; ability to work with minimal supervision, to solve problems and produce work on a timely basis.

Classification: Full-Time, Exempt

Physical Requirements: The physical requirements 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 of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tool, or controls and reach with hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.

- May occasionally lift and/or move up to 25 pounds.

Working Conditions:

- Most activities will be performed indoors.
- Driving to other park facilities will require the worker to be outside.
- Employee may be exposed to cleaning agents and toner chemicals.
- Position may require working in various weather conditions

Scheduling and Pay: This is a full-time, exempt position. The target hiring range is \$58,000-\$65,000 annually, depending on qualifications and experience. Standard schedule is Monday-Friday but may include weekend and evening hours, based on athletic programs.

Benefits: In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off
- Professional Membership Dues Reimbursement
- Park District Facility Discounts and Usage Benefits