



## **Part-Time Athletic Coordinator**

### **Village of Richton Park**

**Contact Name:** Dawn Davis

**Contact E-mail:** ddavis@richtonpark.org

**Contact Phone:** 708-481-8950

**Closing Date:**

**Salary:** 15.00 per hour

#### **Description:**

##### **Scope of Work**

We are seeking an energetic, organized, and community-minded **Part-Time Athletic Coordinator** to plan, implement, and oversee a variety of youth and community athletic programs. The ideal candidate is passionate about creating safe, engaging, and inclusive sports experiences that foster skill development, confidence, and fun for participants of all ages.

#### **Supervision Received**

Reports to the Parks and Recreation Director or designee

#### **Essential Duties and Responsibilities**

- Plan, coordinate, and supervise the sports programs, including scheduling games, practices, and tournaments.
- Oversee youth athletic programs and special sports events.
- Recruit, train, and supervise coaches, referees, and volunteers.
- Maintain program schedules, participant registrations, and program records.
- Serve as the primary point of contact for parents, participants, and staff regarding sport programs.
- Ensure compliance with all safety, risk management, and department policies.
- Assist in marketing programs, including creating flyers, updating websites, and social media promotion.
- Monitor budgets, inventory, and equipment needs for sports programs.
- Prepare post-season reports and provide recommendations for program improvements.
- Perform all job duties as assigned

#### **Qualifications**

- Experience coordinating youth sports programs,
- Experience supervising staff, coaches, or volunteers preferred.
- Proven ability to recruit, train, and supervise staff, coaches, officials, and volunteers.
- Strong organizational and leadership skills with the ability to plan, schedule, and evaluate athletic programs and events.

- Knowledge of sports rules, safety regulations, and risk management practices.
- Excellent communication and interpersonal skills for working with participants, parents, and community partners.
- Proficiency in Microsoft Office and recreation registration software (or ability to learn)
- Ability to work flexible hours, including evenings and weekends

**Why You'll Love It Here:**

- Friendly and Support Team Environment
- Discounted Programs
- 1 Complimentary Indoor or Outdoor Rental Each Year

**Necessary Special Requirements**

Valid driver's license; ability to pass a drug screen and background check.

**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. The employee must occasionally lift and/or move 50 pounds or more.

**To apply, please visit our website [www.richtonpark.org](http://www.richtonpark.org)**