



Manager of Athletics I

Glen Ellyn Park District

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Closing Date:
Salary: \$55,000-\$62,000 DOQ

Description:

FULL TIME JOB OPPORTUNITY MANAGER OF ATHLETICS I

Hours: Generally, Monday – Friday 8:30 am – 5:00 pm with some evening and weekend work as needed.

Location: Spring Ave. Admin. & Recreation Center, 185 Spring Ave., Glen Ellyn, IL 60137

GENERAL PURPOSE/JOB SUMMARY:

The Manager of Athletics I is responsible for the planning and general administration of various athletic programs. This position oversees both part-time and contracted staff as well as volunteer coaches. Responsibilities include customer service, staffing to include volunteer coaches, staff and facility/team scheduling, budgeting, organizing, publicizing, and safety of all assigned program areas, tournaments, special events, and other services to promote recreational and competitive athletics to the community. Other duties include but are not limited to updating brochure/playbook, public relations/marketing, staff training, performance/behavior management, program instruction and/or coaching, inventory tracking and purchasing and distribution of team uniforms and equipment, and other duties as assigned. This is an at-will position.

This position will manage the following sports/programs:

- Basketball
- House Soccer
- Travel Soccer
- Soccer Camps (contractual program)
- Fencing (contractual program)
- Field Hockey (contractual program)
- Martial Arts (contractual program)

REQUIRED EDUCATION, QUALIFICATIONS, KNOWLEDGE, AND ABILITIES:

- The ideal candidate will be self-motivated, resourceful, ambitious, and creative, with an outgoing personality and passion for the field of recreation and athletics.
- A bachelor's degree from an accredited college or university in Recreation, Sports Management, Physical Education, or a related field is required, or an equivalent combination of related experience and training.

- At least four years of Youth athletic programming experience is preferred, with knowledge of rules and regulations related to multiple sports.
- Supervisory or leadership skills with experience and understanding of customer service, recreation administration and programming, budgeting, personnel procedures, safety, and event planning is required.
- Strong organizational and time management skills with attention to detail is critical, as well as the ability to pivot and shift priorities.
- Experience and understanding of athletics administration, facility scheduling, and volunteer management are essential for these large programs.
- Excellent customer service skills with strong and effective communication skills in both verbal and written format to address parents, staff, and participants.
- Strong computer skills with proficiency in Microsoft Office and recreation management software is required, with aptitude to learn and use other systems/applications. ActiveNet experience is a plus.
- Results-oriented with interest and experience in developing and expanding programming in various areas to fill gaps and create niches.
- Capacity to work independently and as part of a team is essential.
- Certified Parks & Recreation Professional (CPRP) designation a plus.
- Available to work a flexible schedule with extended hours, including evenings and weekends as needed, especially during peak seasons.
- CPR/AED/First Aid certified or capacity to receive within 3 months of hire.
- Possess strong safety awareness and utilize sound judgment in all aspects of this position.
- Professional and approachable with a desire to build lasting relationships and partnerships with staff, members, athletic organizations, local schools, and community groups/services.
- Must have a valid IL Driver's License and reliable transportation to and from work.

BENEFITS WE OFFER:

- Health Insurance (HMO or PPO medical option), dental, vision, and prescription coverage following 30 days of employment. Employee contribution for HMO is 8% and PPO is 13% while the District pays the remainder.
- Pension/Defined Benefit Plan (IL Municipal Retirement Fund) with disability benefits following one year of enrollment.
- Flexible Spending Account with Medical and Dependent Care pre-tax payroll deductions.
- Employer Paid Life Insurance with additional voluntary options as well.
- Paid Time Off - including vacation, sick leave, 9 holidays, and 4* floating holidays. (**prorated first year*)
- Four weeks of paid Paternity/Family Care Leave following one year of FT employment.
- Free Fitness Membership & Wellness Programs with discounts on recreation programs and events.
- Employee Assistance Program for employees and immediate family members.
- Professional Membership and Development opportunities.
- Recognition Incentives throughout the year and potential for year-end bonus.
- Tuition Reimbursement Program eligibility following one year of employment.
- Refer a friend that is hired, and both receive \$50 after 30 days of employment in good standing.

Application Site (click link or copy/paste):

<https://gepark.bamboohr.com/careers/188?source=aWQ9Mjl%3D>

To apply, please complete an online application through our employment page and include a resume and cover letter with your application. For questions, please contact Clint Babicz, Superintendent of Athletics, at cbabicz@gepark.org. Thank you!

The Glen Ellyn Park District is a local governmental agency serving all residents of the Village

of Glen Ellyn and portions of neighboring communities. It provides a wide range of recreational services, athletics, and leisure activities to its citizens, with opportunities for all ages and abilities. We are an Equal Opportunity Employer, and our mission is to “foster diverse, community-based leisure opportunities through a harmonious blend of quality recreation programs, facilities, and open space which will enhance the quality of life into the future.” We welcome you to apply to become a part of our great TEAM!