



## **Athletics Coordinator**

### **Gurnee Park District**

**Contact Name:** Nicole May

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**Closing Date:**

**Salary:** \$19.00-\$23.00/hour

#### **Description:**

##### ***DESCRIPTION***

The Athletics Coordinator position is a part-time position (Tuesdays–Saturdays during sports seasons) scheduled to work 20-25 hours per week and up to 30 hours a week during sport seasons. This position will require night and weekend hours depending on the season. Under the direction and supervision of the Athletics Supervisor, this position is responsible for assisting the Supervisor in coordinating administrative functions and activities related to all aspects of youth and adult sport leagues and classes. This includes, but is not limited to, hiring and training staff and volunteers, preparing equipment, leading classes, coordinating volunteer coaches, developing schedules and being the on-site supervisor for leagues.

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#### **QUALIFICATIONS**

- **Experience:** Successful and progressive experience overseeing and/or working in adult and youth sport leagues. Must have working knowledge of different sport rules (Soccer, Basketball, Softball, Volleyball, Tennis, etc.). Past playing, coaching or refereeing experience is a plus. Demonstrate ability in working with individuals and groups of people.
- **Education:** High School diploma required. Degree in Recreation/Sports Management and/or related college coursework preferred.
- **Skills:** Must be able to understand the needs and issues of staff, parents and coaches, and provide information to meet these needs. Must be able to effectively communicate to large, diverse groups of staff, coaches and participants. This person must possess creativity and the ability to initiate new concepts and programs. Possesses the knowledge and ability to organize, plan, and supervise a wide variety of programs, events, staff and facilities. Must be able to interpret customer needs and interests, as well as possess the ability to grasp ideas and concepts, and analyze and implement them. Must be able to work with various computer software applications and mobile devices.
- **Certifications:** CPR, First Aid and AED certification is required or willingness to obtain within 8 weeks. Coaching and/or officiating experience and certifications are a preferred. Must possess a valid driver's license.

- **Competencies:** A knowledge and background in sport leagues and coaching, as well as a general knowledge of park district programs. The ability to learn new skills and oversee sport leagues in an indoor/outdoor setting. Ability to work with diverse groups of participants and communicate effectively with them. Must have a positive attitude.

### ***ESSENTIAL DUTIES AND RESPONSIBILITIES***

1. Responsible for overseeing all aspects of a given sports league, including but not limited to game and practice supervision as scheduled throughout the season as well as the oversight of coaches and staff.
2. Hire, train, schedule and manage the open gym and climbing wall staff.
3. Collaborate with the Athletics Supervisor in the recruitment, training and management of volunteer coaches for youth sports. Including attending all coach meetings/trainings.
4. Develop and distribute team rosters to coaches.
5. Store, inventory and prepare all equipment for a given season. Recommend new or replacement equipment purchases to the Athletics Supervisor.
6. Unlock specified gym, room or facility as needed and close down the facility at the conclusion of program as necessary.
7. Effectively enforce the rules of a park district or school district facility.
8. Monitor facility/program site during the activity with the authority to make decisions regarding the safety of the staff, program participants, facility and spectators.
9. Resolve any issues between players, coaches, parents or officials.
  1. Any issues that are not able to be resolved must be immediately communicated to the Athletic Supervisor.
10. Develop information league binders for the front desk each season.
11. Maintain all necessary paperwork, including but not limited to, attendance sheets, coaching forms, referee assignments, equipment inspection sheets, money receipt details and accident reports.
12. Communicate information, in a timely manner, to staff members and participants.
13. Maintain an approachable appearance and be friendly to participants, officials and parents.
14. Attend all staff meetings and trainings as required.
15. Arrive on time as scheduled and dressed appropriately for work
16. Safely operate a park district vehicle after being trained, including vehicle inspections if needed as part of daily duties.
17. Recommend program/league enhancements to the Athletics Supervisor
18. Work with Athletics Supervisor on budget recommendations, marketing items and comprehensive program overview.

### ***ADDITIONAL DUTIES AND RESPONSIBILITIES***

- Shop/purchase supplies for programs as needed.
- Perform interviews and recommend staff to hire to supervisor
- Assists Athletics Supervisor in brochure and budget preparation by providing insight to operations.
- Act as a substitute for the positions you supervise if necessary.
- Maintain a positive attitude and act professionally at all times.
- Performs minor maintenance or custodial duties as needed to maintain safe, clean and organized facilities or sport fields.

### ***PHYSICAL DEMANDS***

Your job may entail climbing, running, crawling, bending, kneeling, and sitting when working/playing

with children. This position will also require you to be outside in various types of weather. Movement of supplies and equipment is necessary in which case the maximum weight that you are expected to be able to lift is 25 lbs., though typically it will be less than this.

***GENERAL STATEMENT OF POLICIES, SAFETY, ETC.***

It is expected that all Gurnee Park District Staff comply with the policies and procedures as set forth by the Gurnee Park District Board of Commissioners. Resources that outline these policies and procedures include the Personnel Policy Manual, Safety Manual, Departmental Manual, Area or Job Specific Manuals and other written or verbal procedures as provided by your supervisor. As all situations cannot be documented even in manuals such as these, it is further expected that your actions as an employee are always performed with safety in mind, respect of your fellow staff and customers in mind, and at the direction of your supervisor. The Gurnee Park District has developed the SOFFI Customer Service Standards as a guide to our agency's expectations and recommendations for successful work behavior. It is expected that all staff learn and understand these policies and procedures.

We believe in taking care of our team and supporting our members both professionally and personally. As a valued addition to our team, you'll enjoy a comprehensive benefits package dependent on your role. Check out our offerings [here](#).