



Athletic Coordinator

Foss Park District

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Closing Date:

Salary: \$31,200 – \$54,080

Description:

FOSS PARK DISTRICT

Athletic Coordinator

North Chicago, Illinois

Position Summary

The Foss Park District is seeking a motivated and community-oriented Athletic Coordinator to lead the planning, implementation, and evaluation of youth and adult athletic programs and special events. Accountable to the Superintendent of Recreation, this position plays a key role in delivering high-quality recreational opportunities and fostering community engagement through athletics. This is a full-time, IMRF-eligible position.

Compensation & Benefits

Salary Range: \$31,200 – \$54,080 (DOQ)

Benefits Package Includes:

- Illinois Municipal Retirement Fund (IMRF) participation
- Health, dental, and vision insurance
- Paid vacation, sick leave, and personal days
- Paid holidays
- Professional development and training opportunities

Key Responsibilities

- Plan, organize, and evaluate Youth and Adult Athletic programs, leagues, and special events
- Coordinate scheduling of facilities, staff, officials, and program logistics
- Recruit, train, supervise, and evaluate part-time and seasonal staff and volunteers
- Develop and implement marketing and promotional materials for programs
- Monitor program budgets, process purchase orders, and manage expenses
- Maintain accurate records, reports, and program evaluations
- Ensure programs operate safely and in accordance with risk management practices
- Collaborate with recreation and parks staff to support program delivery

- Build and maintain relationships with community partners and stakeholders
- Attend staff meetings, trainings, and community meetings as required
- Perform other related duties as assigned

Work Schedule

This position is scheduled for 40 hours per week.

Evening and weekend hours are required based on program and event schedules.

Qualifications

Education

- High School Diploma or GED required
- Bachelor's degree in Recreation, Parks Administration, Sports Management, or related field preferred

Experience

- Minimum of one (1) year of experience in recreation programming, athletics, or event coordination preferred

Knowledge, Skills, and Abilities

- Knowledge of recreation programming and athletic league operations
- Ability to plan, organize, and supervise programs and events
- Strong communication and interpersonal skills
- Ability to work effectively with the public, staff, and community partners
- Working knowledge of facility scheduling and program coordination

Certifications & Requirements

- Valid Illinois Driver's License required
- CPR/AED/First Aid Certification (or ability to obtain within a specified timeframe)
- Current Certified Park and Recreation Professional (CPRP) or ability to obtain within one year of employment.

Physical Requirements

- Ability to supervise programs and events, including standing, walking, and light lifting
- Ability to work in both indoor and outdoor environments

Employment Conditions

- Must successfully complete a six (6) month introductory period
- Successful completion of a criminal background check in accordance with Illinois law (70 ILCS 1205/8-23).

Equal Opportunity Employer

The Foss Park District is an Equal Opportunity Employer and complies with all applicable federal, state, and local laws regarding employment. Employment decisions are made without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, marital status, military status, or any other protected classification.

How to Apply

Submit a completed employment application, cover letter, and resume to:
Foss Park District

Attn: Human Resources
BUSINESSOFFICE@FOSSPARK-DISTRICT.ORG
FOSSPARK-DISTRICT.ORG