



Athletics Manager

Northbrook Park District

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Closing Date:
Salary: \$83,500.00 - \$93,900.00

Description:
JOB STATUS: Full Time
DIVISION: Recreation
FSLA STATUS: Exempt
JOB LOCATION: Sports Center - Northbrook, IL

Compensation & Hours:
\$83,500.00 - \$93,900.00 Per Year (DOQ)
This is a full-time, exempt position
Monday – Friday 9:00 AM-5:00 PM, Evenings & Weekends as needed

Benefits

- Medical, Dental, and Vision Insurance
- Group Life Insurance
- Life Insurance
- AFLAC Indemnity Plans
- Defined Pension IMRF (Retirement, Disability, Life)
- Deferred Retirement 457 Plan
- Paid Holidays
- Vacation Days
- Sick Days
- Floating Holidays
- Employee Assistance Program (EAP)
- Professional Membership Dues
- Employee Recreation Benefits

To view job description, [click here](#).

Join our amazing team as a Athletics Manager This position is responsible for oversight, management and strategic growth of Athletic facilities and programs. Under the administrative direction of the Superintendent of Athletics and Fitness, this position plans, develops, directs, and evaluates recreation programming, including Youth Athletics, Adult Athletics, Velodrome, racquet sports, Skate

Park, Batting Cages, Dog Park, gymnasium and facility rentals, and special events with a goal to provide maximum service to the community. This role also requires ongoing coordination and communication with the Grounds and Trades departments, athletic affiliates, programs and facility renters, ensuring clear expectations, compliance with Park District policies and procedures and alignment of schedules, programs and events for all parks. Work hours may deviate from normal business hours due to programs and special events; evening and/or weekend work may be required.

Essential Job Duties

- Responsible for oversight and planning of daily activities of an assigned school, camp or youth recreation program or Provide leadership in the development, implementation, and growth of youth and adult athletic leagues and programs, evaluation of program quality and expanding service offerings to meet community demand.
- Evaluate trends in youth athletics and recreation to introduce new programs, leagues, and instructional opportunities that support long-term program growth and retention.
- Supervise the scheduling of athletic fields, racquet courts, gymnasiums and other facilities to maximize usage and support program expansion, coordinating with the Parks Department, affiliated organizations and community partners.
- Provide oversight of all park locations to ensure effective coordination and execution of programs, affiliate activities, and rentals, maintaining consistent operations and adherence to Park District ordinances, policies, and procedures.
- Coordinate with the Parks Department to address facility maintenance, capital improvements, and ongoing operational needs as needed for athletic programming.
- Collaborate with internal teams and external partners to enhance league structure, scheduling, and special events that support youth and adult program growth.
- Strategically supervise operational initiatives and ensure alignment of departmental goals with Recreation Division and District-wide initiatives.
- Recruit, select, hire, train, supervise and evaluate full-time and part-time staff; compile and review all necessary personnel paperwork; monitor and approve staff work hours and overtime expenditures; continuously develop staff by providing feedback and opportunities for growth; assist with the coordination of volunteers required for athletics programming.
- Conduct staff training and meetings to provide information and guidance to staff; create training material as needed; ensure staff completes all required training.
- Oversee all District gymnasium rentals and open gym operations, ensuring efficient scheduling and optimal use of the facility.
- Collaborate with District managers on the Summer Camp planning team to ensure alignment of athletic programming within camp offerings.
- Provide oversight of dog park operations, including financial management and development of membership initiatives.
- Evaluate and anticipate the recreation needs of the community; review and evaluate current programs; work with staff to develop and implement programming to meet community needs.
- Create and evaluate operating procedures to ensure the efficiency and safety of staff and patrons.
- Lead the athletics team in the promotion and marketing of programs, including brochures, guide copy, press releases and other promotional materials.
- Gather and analyze feedback from participants, parents, staff and volunteers to inform program improvements.
- Prepare the budget for areas of direct responsibility and assist Recreation Supervisors with budget preparation and practicing fiscal responsibility; maintain operations within the confines of budget allotments; review, approve and, as necessary, revise budgets prepared by subordinates in areas of direct and indirect responsibility.

- Review and adjust program, rental, and league fees based on market trends and participation trends.
- Oversee program and/or event contracts/agreements; confirm proper documents are received and meet the District's contractual and insurance specifications; ensure terms of contract are being followed; coordinate internal efforts in accordance with the contract/agreement terms to meet service needs.
- Ensure proper purchasing practices for programming needs in a fiscally responsible manner; prepare and submit check requests for invoices and reconcile purchase card transactions according to the District's Purchasing Policy.
- Enforce and communicate safety rules and procedures with staff; address and correct unsafe conditions; address unsafe employee behavior.
- Report any work-related or patron injuries or incidents to supervisor; report unsafe conditions to supervisor and correct if appropriate; complete incident/accident report forms as needed.
- Perform all job tasks in a safe manner.
- Perform other duties as assigned.

Qualifications

Bachelor's degree with major coursework in Recreation Management, Sports Management or related field, supplemented by at least five (5) years of progressive supervisory experience in program and operations/facility management. Management of full-time staff or full-time equivalents is preferred.

Skills & Abilities

- Communicate effectively both orally and in writing
- Proficient with Microsoft Office (Outlook, Word, Excel)
- Organizational skills
- Think critically and make decisions
- Customer service practices
- Possession of a valid Illinois Driver's License
- CPR/AED Certification or ability to obtain within six (6) months of hire
- Certified Park and Recreation Professional (CPRP) certification preferred
- Have initiative and creativity in developing short- and long-range plans to meet the Park District's recreational needs
- Perform varied public relations duties for the promotion and evaluation of recreation programs and facilities

Knowledge

- Recreational program and facility management philosophies and procedures
- Youth athletics developmental program philosophies
- Budget and personnel management procedures
- Software applications, such as for program registration, budget management and time and attendance management

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 accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.

- Specific vision abilities are required and include close vision and the ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds; may infrequently lift and/or move objects 50 pounds or greater with staff assistance.

To apply, please complete a job application [here](#).

Our Mission: To enhance our community by providing outstanding services, parks, and facilities through environmental, social, and financial stewardship.

Northbrook Park District is an Equal Opportunity Employer