



Athletics Coordinator

Downers Grove Park District

Contact Name: Carter Patton
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Closing Date:
Salary: \$19.50/Hour

Description: **Athletics Coordinator**

About us:

The Downers Grove Park District enriches our community through natural area preservation and exceptional recreation, parks, and facilities that inspire memorable experiences. With almost 600 acres of parks and facilities, there are thousands of opportunities for individuals of all ages and interests to grow, play, imagine and explore. Learn more at dgparks.org.

The Opportunity:

As the Athletics Coordinator for the Downers Grove Park District, you'll have a behind-the-scenes impact on park district athletics. You will work both independently and with the recreation team to assist with the development, implementation, and evaluation of youth and adult athletic leagues.

This role will begin with a strong focus on supporting our youth soccer league, working closely with the Recreation Supervisor to learn day-to-day operations, league logistics, and program coordination. During the summer/fall season, this position will take on a lead role in managing the youth soccer league. Beyond that initial focus, the Athletics Coordinator will support a variety of adult and youth leagues and athletic events throughout the year.

You will have office space at the Recreation Center in Downers Grove; however, you will also have the opportunity to support leagues held at other facilities and parks within the district. As the Athletics Coordinator, you will be a key part of the day-to-day operations of athletic leagues and events.

What you get:

In exchange for your time and talent, this Part-time Class 1 position pays \$19.50 per hour, including:

- IMRF eligible
- Free Fitness Membership at 4500 Fitness
- Paid vacation, personal and sick time

When you'll work:

This position works a fluctuating schedule based on program, league, and event needs, averaging up to 29 hours per week over the course of the year.

- From June through September, weekday shifts are generally scheduled Monday–Thursday between 10:00am–4:00pm and Sundays from 8:00am–4:00pm.
- From September through March, weekday hours transition primarily to evenings, typically Monday–Thursday between 4:00pm–10:00pm Sundays from 8:00am–4:00pm.

Schedules may vary throughout the year depending on athletic league operations, tournaments, and special events. Additional flexibility for occasional daytime, evening, and weekend hours is required.

A Day in the Life:

- Serve as on-site supervisor for indoor and outdoor athletic leagues
- Assist with the coordination, planning, and evaluation of adult and youth athletic leagues
- Support operations of the youth soccer league, including scheduling, communication, and game day logistics
- Coordinate game schedules, rainouts, and playoff schedules for assigned leagues
- Set up and take down equipment on playing fields/courts for league games
- Act as liaison with Parks staff regarding field conditions and scheduling
- Serve as a point of contact for coaches, participants, and parents
- Work with officials, assigners, and associations to ensure proper game coverage
- Maintain inventory of athletic equipment as needed
- Provide input and suggestions for new league offerings and improvements to current programs
- Attend district staff meetings, trainings, and special events
- Ensure Park District safety policies are followed and implemented

About you:

- 18 years of age or older
- Self-motivated
- Able to work independently and as part of a team
- Previous experience working in a Park District or athletic league environment preferred
- Knowledge of soccer, basketball, softball, and/or volleyball including rules, equipment, and playing areas
- Must be able to work outdoors in various weather conditions
- Strong customer service skills with both internal and external customers
- Ability to build positive and effective working relationships
- Able to stay composed in periods of high activity and in emergencies
- Strong problem-solving and communication skills
- Able to adapt to changes in environment and program structure
- Experience with Microsoft Office Suite preferred

What sets us apart:

- Flexible hours
- Supportive and friendly coworkers
- Collaborative and connected management team
- Opportunities to develop problem-solving, communication, and leadership skills
- Gain valuable experience in athletic program management
- Work for a Distinguished Agency Park District

How To Apply

Apply online at www.dgparks.org/careers-opportunities please include a resume