



Program Supervisor - Athletics

City of Lake Forest

Contact Name: Leah White

Contact E-mail: hr@cityoflakeforest.com

Contact Phone: 847-810-3530

Closing Date:

Salary: Full salary range: \$52,061 - \$74,675, depending on qualifications

Description:

Are you passionate about athletics, community recreation, and creating positive experiences for participants of all ages? The City of Lake Forest is seeking an energetic and team-oriented Program Supervisor – Athletics to help lead youth and adult sports programs, leagues, camps, and special athletic events throughout the year.

This full-time role plays an important part in keeping Lake Forest's athletic programs organized, welcoming, safe, and engaging. The Program Supervisor – Athletics will support program planning, scheduling, facility and equipment coordination, participant communication, and the continued growth of athletic opportunities for the community.

This is a great opportunity for someone who enjoys working with people, thrives in a fast-paced recreation environment, and wants to make a direct impact on the quality of life in Lake Forest.



Examples of Duties:

- Lead and supervise athletic programs including basketball, flag football, baseball, and softball
- Recruit, train, and manage part-time staff and volunteers
- Coordinate seasonal schedules, events, and camps
- Build partnerships with schools and community organizations
- Support budget planning, marketing, and program evaluation
- Contribute to city-wide special events like July 4th, Halloween, and more

Qualifications:

- Bachelor's degree in Recreation, Leisure Services, or related field
- Minimum one year of experience managing recreational or athletic programs
- Excellent communication, organization, and leadership skills
- Ability to work flexible hours, including evenings and weekends
- CPR certification (or willing to obtain within 3 months)
- Passion for community engagement and lifelong recreation

Why Join the City of Lake Forest?

- Be part of a Recreation team that creates meaningful, active, and welcoming experiences for residents of all ages.
- Help lead athletic programs that bring the community together through teamwork, skill-building, friendly competition, and fun.
- Work in a collaborative environment that values professionalism, creativity, excellent service, and strong community relationships.
- Play a key role in supporting youth and adult athletics, seasonal programs, and City-wide events that make Lake Forest a vibrant place to live, work, and play.

Full Benefits Package

- Full salary range: \$52,061 - \$74,675, depending on qualifications
- Insurance: Medical (PPO/HMO), dental, vision
- Leave: 13 paid holidays, front-loaded vacation and sick time, parental leave
- Retirement: IMRF pension, plus 457(b) and Roth options
- Additional Benefits: Tuition reimbursement, Employee Assistance Program, legal and life coverage, Public Service Loan Forgiveness eligibility, longevity bonuses, and annual merit bonus opportunities based on exceptional performance

Interested applicants are encouraged to apply early. First review of applications will begin on Monday, June 15, and the position will remain open until filled. To be considered, please submit your application materials, including resume and cover letter, through the City of Lake Forest's website: <https://www.governmentjobs.com/careers/lakeforestil/jobs/5362883/program-supervisor-athletics>

The City of Lake Forest is an Equal Opportunity Employer.
We welcome applicants of all backgrounds and experiences.