



## **Athletics Intern**

### **Addison Park District**

**Contact Name:** Evie Olech

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**Closing Date:**

**Salary:** \$20 - \$24 an hour

#### **Description:**

Join the Addison Park District Team as our new Athletic Intern

#### **Job Summary**

Under the direction of the Superintendent of Recreation & Revenue Facilities, the Athletics Intern is responsible for assisting with the supervision, management, and development, of all athletic and team training programs, adult sports leagues, recreational youth sports programs, open gym, and field use scheduling. The Athletics Intern is a temporary employee assigned approximately 40 hours per week for the summer months of June through August. This position will have fluctuating work hours to accommodate evening and weekend programs.

#### **Primary Duties**

- Responsible for assisting in the planning, organization, and direction of athletic programs; provide support to supervisors by ensuring that athletic/training objectives are met on a consistent basis.
- Responsible for understanding and following the management of revenue and expenses of all athletic programs.
- Displays excellent customer service providing athletes' and coaches information in a polite, courteous, and professional manner.
- Partners with the Marketing department to promote all athletic programs and athletic facilities.
- Follows the athletic department business plan.
- Attends monthly athletic association meeting, when needed
- Promotes, organizes, and stimulates good working relationships with Athletic Associations, schools, and other interest groups serving the residents of Addison.
- Works collaboratively with recreation team members to ensure facilities run efficiently providing the highest level of customer service to the residents of Addison.
- Establishes and maintains effective and cooperative relationships with contractors and outside vendors.
- Responsible for keeping detailed and organized records and reports.
- Responsible for all other assigned programs and/or events.
- Works with Affiliate groups for field, gym, and room reservations.
- Collaborates with Referee assignor for games

- Works with third party vendors for athletic programming
- Collaborates with the Parks Department on field usage and maintenance.
- Helps oversee the operation and management of our travel baseball teams, Addison Jr. Braves

### **Required Qualifications**

- Working towards a Bachelor's degree in Recreation and Parks Administration, Sports Management, Leisure Studies, or related field is preferred. Equivalent work experience will be considered.
- Proven athletic coaching or participation experience.
- Demonstrated leadership ability.
- Excellent communication skills and enjoyment of working with diverse clients.
- General knowledge of preparation of association contracts and billing.
- Have passion for athletics program development for all age groups and activities.
- Proficient in Word, Excel, PowerPoint, and other office programs.
- Fluency in verbal and written English. Strong preference given to bilingual candidates.
- Valid Driver's License.
- CPR, AED, and First Aid training provided if not already acquired
- Fluent in utilizing Quick scores and Rainout line or ability to learn quickly.

Full Job Description and Direct Application Found [HERE](#):  
Athletic Intern - Addison Park District Jobs

**Addison Park District is an Equal Opportunity Employer**