



Athletics Supervisor

Dundee Township Park District

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Closing Date: 2026-08-01

Salary: \$55,000- \$58,000 DOQ

Description:

Are you a motivated, hands-on leader passionate about athletics, community engagement, and delivering high-quality recreational experiences?

The Dundee Township Park District is seeking an energetic and organized **Athletic Supervisor** to lead our Athletics programming, including youth and adult sports leagues, camps, clinics, and special events. In this key leadership role, you will oversee program development, staff supervision, budgeting, and operations while helping foster a fun, inclusive, and active environment for our community.

Why Join Us?

At Dundee Township Park District, we are committed to enriching lives through recreation, wellness, and community engagement. As the Athletic Supervisor, you will play a vital role in shaping athletic programs and expanding opportunities for residents of all ages.

Make an Impact: Lead sports programs, leagues, and events that bring the community together.

Leadership Role: Supervise staff, instructors, and volunteers while building a strong team culture.

Growth Opportunities: Work in a dynamic environment with opportunities to innovate, grow programs, and develop professionally.

What You'll Do:

- Plan, organize, implement, and evaluate a wide variety of athletic programs including leagues, camps, clinics, and special events
- Recruit, hire, train, schedule, supervise, evaluate, and support staff, volunteers, and instructors
- Develop and manage program budgets, ensuring strong financial performance and cost control
- Oversee program logistics including scheduling, registrations, and facility coordination
- Prepare seasonal program guide content and collaborate on marketing and promotional efforts
- Track participation, revenue, and program outcomes; recommend improvements and new offerings
- Manage athletic equipment, supplies, and inventory
- Coordinate with Parks and Facilities staff to support programs and events
- Ensure compliance with all safety procedures, risk management policies, and district standards
- Conduct staff trainings and promote safe, efficient program operations
- Support and execute special events, tournaments, and community athletic initiatives
- Maintain accurate program records, reports, and participation data
- Provide excellent customer service and serve as a resource for program participants

- Perform additional duties as assigned to support department and district goals

What You Bring:

Experience:

- Bachelor's Degree in Recreation, or related field preferred
- Minimum of 3 years of experience in athletics, recreation programming, or a related supervisory role

Skills & Abilities:

- Strong leadership and team management skills
- Ability to manage multiple programs and priorities simultaneously
- Strong organizational, budgeting, and planning abilities
- Excellent written and verbal communication skills
- Strong problem-solving skills and ability to remain calm in high-pressure situations
- Bilingual (Spanish/English) preferred

Technical Skills:

- Proficiency in Microsoft Office Suite
- Experience with recreation software (RecTrac preferred)

Additional Requirements:

- Current CPR/AED/First Aid certification or ability to obtain within 60 days
- Valid Illinois Driver's License (Class D)
- Ability to work evenings, weekends, and holidays as required

Hours & Work Schedule:

This is a full-time, year-round exempt position averaging 40 hours per week. The typical schedule is Monday through Friday; however, evenings, weekends, and holidays are required based on program needs. Additional hours may be required during peak seasons and special events.

Perks & Benefits:

In exchange for your time and talent, we offer a comprehensive benefits package, including:

- Medical insurance plan options (defined contribution)
- Dental and vision insurance
- District-paid life insurance with optional supplemental coverage
- IMRF pension participation (retirement, disability, and survivor benefits)
- Paid vacation, personal days, sick leave, holidays, and bereavement leave
- Employee Assistance Program (EAP)
- Flexible spending accounts (medical and dependent care)
- Deferred compensation retirement savings plan
- Free family membership to District facilities
- Discounts on programs, merchandise, and concessions
- Educational assistance and professional development opportunities
- Professional membership support
- Wellness incentive programs and employee engagement activities
- Service awards and recognition programs
- Access to additional employee resources and credit union benefits

Join Our Team!

If you're ready to lead dynamic athletic programs and make a meaningful impact in your community, we encourage you to apply. Join us in promoting teamwork, sportsmanship, and active lifestyles for all residents.

Apply Here: <https://dtpd.bamboohr.com/careers/217>