



Athletics Supervisor

Hanover Park Park District

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Closing Date:

Salary: \$48,500-\$56,000

Description:

ABOUT THE DISTRICT

The Hanover Park Park District is committed to **enriching lives** through parks, programs, and community-driven services. Serving a diverse and vibrant community, the District provides a wide range of recreational opportunities designed to promote health, wellness, and connection.

We value teamwork, collaboration, and accountability, and pride ourselves on fostering a supportive, service-oriented culture where employees work together to deliver high-quality programs and experiences for our residents.

JOB SUMMARY

The Hanover Park Park District is seeking an energetic and service-oriented professional to serve as Athletics Supervisor. This position is responsible for planning, implementing, coordinating, and evaluating a diverse portfolio of athletic, recreational, instructional, and community-based programs for youth and adults.

The Athletics Supervisor provides direct oversight of athletic leagues, classes, camps, special events, facility use, and related operations while ensuring high-quality customer service, safe programming environments, and positive participant experiences.

This position serves as a hands-on leader who actively supports daily operations, staff supervision, program delivery, and community engagement. The position is responsible for program quality, budget administration, operational effectiveness, customer satisfaction, and employee development while collaborating with internal departments and community partners to support community recreation needs.

The ideal candidate will be comfortable managing multiple programs, facilities, staff, and priorities while fostering positive relationships with participants, parents, schools, athletic organizations, instructors, vendors, and community partners.

SCHEDULE

This is a full-time, exempt position with a standard schedule of Monday through Friday, 9:00 a.m. to 5:00 p.m., with required availability for evenings, weekends, and holidays based on operational needs.

QUALIFICATIONS

- Bachelor's degree in Parks and Recreation, Sports Management, Physical Education, or a related field preferred.
- Minimum of two (2) years of progressively responsible experience in athletics, recreation programming, sports management, facility operations, or a related field.
- Experience coordinating programs, leagues, camps, events, rentals, or recreational activities preferred.
- Previous supervisory or lead staff experience preferred.
- Current CPR, AED, and First Aid certifications required or ability to obtain within a designated timeframe.
- Proficiency in Microsoft Office and experience with recreation management software (RecTrac) preferred.
- Valid Illinois driver's license required.

REQUIRED KNOWLEDGE, SKILLS, OR TRAITS

- Knowledge of athletic programming, league administration, recreational services, and customer service principles.
- Ability to coordinate multiple programs, schedules, facilities, staff, and competing priorities simultaneously.
- Strong leadership and team-building skills with the ability to motivate, coach, and hold staff accountable.
- Ability to establish positive relationships with participants, parents, community groups, schools, instructors, vendors, and partner organizations.
- Effective verbal and written communication skills.
- Skilled in conflict resolution and addressing customer concerns in a professional and constructive manner.
- Financial aptitude related to budgeting, revenue tracking, expenditure monitoring, and program evaluation.
- Ability to analyze participation trends and identify opportunities for program improvement and growth.
- Strong organizational skills with attention to detail and follow-through.
- Ability to exercise sound judgment, demonstrate initiative, and adapt to changing operational needs.
- Commitment to safety, risk management, accessibility, and inclusion.

KEY RESPONSIBILITIES

- Plan, coordinate, implement, supervise, and evaluate assigned athletic, recreational, instructional, and community-based programs.
- Develop seasonal schedules, program offerings, timelines, and operational plans to meet community needs and District objectives.
- Oversee registration, scheduling, staffing, facility coordination, and program logistics.
- Coordinate facility use, athletic space allocations, field rentals, and program scheduling.
- Conduct routine inspections of facilities, equipment, and program areas to identify safety concerns and operational needs.
- Assist with the development and administration of annual program budgets.
- Monitor revenues, expenditures, participation trends, and cost recovery for assigned programs.
- Recruit, train, schedule, supervise, and evaluate assigned full-time, part-time, seasonal, and contractual staff.

- Provide leadership, coaching, and support to staff while promoting a positive team environment.
- Ensure compliance with District policies, applicable employment laws, training requirements, and workplace expectations.
- Establish and maintain positive relationships with schools, athletic organizations, community groups, instructors, vendors, and other stakeholders.
- Effectively collaborate with Marketing, Center Court Athletic Club staff, Recreation staff, and other departments.
- Respond to participant, parent, and community concerns in a professional and solution-focused manner.
- Promote and maintain safe environments for participants, staff, volunteers, and spectators.
- Assist with incident documentation, risk management efforts, emergency procedures, and policy implementation.
- Evaluate existing processes and recommend improvements that enhance service quality, efficiency, and customer experience.
- Stay informed of industry trends and emerging recreational opportunities that may benefit the community.

COMPENSATION

- **Salary Range:** \$48,500 - \$56,000
- **Target Hiring Range:** \$48,500 - \$52,000
- Starting salary is dependent upon qualifications, experience, certifications, and internal equity.

BENEFITS

The Hanover Park Park District offers a comprehensive benefits package, including:

- Generous paid time off, including 11 paid holidays, vacation, sick, and personal days
- Flexible scheduling and a strong flex time policy
- Medical insurance options, including a PPO with HRA and HMO plan
- Dental insurance with orthodontia fully covered by the District
- Two vision plan options
- IMRF pension plan with employer participation
- 457(b) retirement plan through Nationwide
- Employer-paid life insurance (2x annual salary)
- Employee assistance program and PATH wellness incentive program
- Free programs and rentals for employees and immediate family
- Memberships to Centre Court Athletic Club and Seafari Springs Aquatic Center
- Professional development opportunities and professional membership reimbursement
- Financial wellness resources through Alero Financial, including workshops and planning tools
- Voluntary benefits through Aflac, including short-term disability and hospital indemnity

PHYSICAL AND WORK ENVIRONMENT REQUIREMENTS

The Athletics Supervisor position requires frequent sitting, standing, walking, reaching, handling, and computer use, as well as frequent movement between facilities, athletic fields, programs, and events. The position also requires occasional lifting, carrying, pushing, and pulling of equipment and supplies weighing up to 50 pounds without assistance.

Work is regularly performed in both indoor and outdoor environments and may involve exposure to varying weather conditions during outdoor programs, events, and athletic activities.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions of the position.

EQUAL EMPLOYMENT OPPORTUNITY

The Hanover Park Park District is an Equal Opportunity Employer and is committed to creating a diverse and inclusive workplace. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, genetic information, or any other protected status under applicable law.

HOW TO APPLY

Submit your resume to:

- **HR@hpparks.org**

This position is **open until filled**, and applications will be reviewed as they are received.

A full job description is available upon request through Human Resources.