



Athletic Supervisor

Oak Lawn Park District

Contact Name: Cate Coyle
Contact E-mail: ccoyle@olparks.com
Contact Phone: 708-857-2420
Closing Date: 2026-08-31
Salary: \$45,000 - \$47,000 DOQ

Description:

OAK LAWN PARK DISTRICT JOB DESCRIPTION

Athletic Supervisor

SUMMARY

The Athletic Supervisor is a full-time, exempt position. The position will oversee adult athletics, youth intramural programming, Turkey Shoot, Fitness Programming, Personal Training and Massage at the Community Pavilion.

QUALIFICATIONS

Graduation from an accredited university with a bachelor's degree in recreation or a related discipline. At least two years of work experience in the field of recreation is desirable.

IMMEDIATE SUPERVISOR

Pavilion General Manager

ESSENTIAL FUNCTIONS

- Develop, implement, supervise, and evaluate adult athletic leagues, including volleyball, basketball, and softball. Develop, implement, supervise, and evaluate intramural athletic leagues in partnership with Oak Lawn Public Schools including volleyball, basketball, and dodgeball.
- Hire, train and schedule athletics staff and referees.
- Purchase or replace athletic supplies.
- Create and post league schedules and standings in a timely manner.
- Work with NSA to schedule umpires for softball league games.
- Oversee softball field scheduling at Centennial Softball Fields.
- Oversee basketball and volleyball court scheduling at the pavilion.
- Communicate the field schedule and other pertinent information to indoor/outdoor maintenance.
- Program field lighting schedule as needed.

- Monitor current trends in adult athletics and offer relevant and attractive programming to accommodate a variety of sports and skill levels.
- Work closely with Oak Lawn Public Schools to reserve gym space for intramural programs, promote intramural programs and communicate practice and game schedules to school staff.
- Recruit volunteer coaches for youth intramural programs.
- Oversee the operations of all Pavilion fitness programming.
- Hire, train, and schedule fitness staff.
- Purchase or replace fitness supplies.
- Monitor current trends and offer relevant and attractive programming to accommodate a variety of fitness levels.
- Coordinate personal training and massage therapy at the Community Pavilion.
- Create invoices and process payments.
- Promote and facilitate the Turkey Shoot special event.
- Create brochure leagues, fitness, and massage content for each season
- Work with the PR & Marketing Department to create advertisements and promotional materials for programming on a regular basis.
- Will evaluate non-contracted programming and operations on a regular basis to insure we are meeting or exceeding the required 30% profit margin on revenue to cover overhead expenses.
- Prepare annual program budgets for adult athletics, intramurals, fitness, and Turkey Shoot programs.
- Works the Oak Lawn Park District's Summers Last Blast, District 122 and 123 Back to School Fairs and Halloween event.
- If a major event occurs that limits park district operations or forces a park district shut down and restricts employees from performing their normal job duties, they may be assigned to duties outside of their job description as warranted by the situation.
- Assist in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties.

MARGINAL FUNCTIONS

- Observe and enforce the practical safety rules, regulations and procedures established by the safety program
- Attend meetings with other departments in the park district to keep informed of events within the District
- Other duties as assigned

PHYSICAL CONSIDERATIONS

- Prolonged periods of sitting at a desk and working on a computer
- Must be able to lift up to 50 pounds at times

PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work closely with co-workers
- Must be able to work well with the public

ENVIRONMENTAL CONSIDERATIONS

- Worker must be able to work indoors and outdoors on occasion in weather conditions (heat, cold, wind, and rain)
- Indoor environmental conditions will include lighting and temperature

COGNITIVE CONSIDERATIONS

- The ability to read, write, and organize materials
- Must be able to follow directions - oral and written

Click Here to Apply: <https://olparks.bamboohr.com/careers/131>