



Athletics Supervisor - Recreation Park

Arlington Heights Park District

Contact Name: Stephenie Gualano

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Closing Date:

Salary: \$58,327-\$61,000/DOQ

Description:

Bring your passion for sports and leadership to AHPD as our Athletics Supervisor at Recreation Park! In this dynamic role you will oversee some of our most popular youth athletics programs, including soccer, basketball, camps, clinics, and operations at Sunset Meadows Turf Fields. From planning and leading exciting events like our annual 3v3 soccer and basketball tournaments to developing staff and coaches. You will play a vital role in creating exceptional recreation experience for the community!

The salary range for this position is \$58,327-\$81,009, with a hiring range of \$58,327-\$61,000 DOQ.

JOB SPECIFIC INFORMATION

- Collaborates with the other Recreation staff in creating, organizing, promoting, planning, and evaluating assigned athletics programs
- Direct supervision of youth soccer, youth basketball, classes, and clinics, and athletic contractual summer camps and Sunset Meadows Turf Fields. Responsibilities include, but are not limited to, budgeting, marketing, program guide content, and staffing
- Organizes, coordinates, and facilitates the annual soccer 3v3 Frontier Days Tournament, the 3v3 Youth Basketball Tournament, and other athletic special events
- Prepares coaches' packets, coaches' and players' manuals, and other informational materials
- Plans, facilitates, and leads participant and/or coaches' informational meetings, including preparation of materials, coordination of logistics, and follow-up communication
- Hires, trains, supervises, evaluates, and disciplines direct reports
- Collects and processes athletic team and participants' payments for various athletic programs
- Develops and implements a training and certification program for sports officials
- Manages the following areas of the Community Center facility: scheduling of rooms, gyms, guest services staff, and facility attendants, registration/cashier.
- Manages all functions and activities which are held in the building, gym, and/or surrounding parkland
- Evaluates the effectiveness of existing programs and submits annual recommendations for fee and program changes

EDUCATION, EXPERIENCE, AND TRAINING

- BA/BS in Parks and Recreation, Physical Education, or a closely related field from an accredited college or university

- Minimum of one-three years of demonstrated success as an athletic and/or recreation programmer
- CPRP Certification preferred
- Or, any equivalent combination of education, experience, and training
- Valid Illinois Class "D" Driver's License
- CPR and AED Certification required within six months of employment

BENEFITS WE OFFER

- In exchange for your time and talent, we offer a generous benefit package, including:
- Medical, Dental and Vision coverage
- Life Insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- Short- and Long-Term Disability (IMRF)
- 457 and ROTH 457 Defined Contribution Plans
- Medical and Childcare Flexible Spending Accounts
- Paid Time Off (sick, vacation and Floating Holidays)
- Credit Union
- Park District facility and program discounts
- Paid Parental Leave

AHPD OVERVIEW

The Arlington Heights Park District (AHPD) is a public park and recreation agency located in Arlington Heights, Illinois—one of the largest communities in Chicago's prestigious northwest suburban corridor. Our mission is to enrich the community by providing fun, accessible and impactful recreation and facilities for every age and season. However you choose to recreate, we have something for you. We aim to serve everyone equally and fairly across our 29 facilities—including five community centers with outdoor pools, Arlington Ridge Center, two tennis clubs, two public golf clubs, Lake Arlington, Arlington Heights Historical Museum, and Senior Center—and 58 parks across 716 acres of land. In our 95-year history, we have earned multiple distinctions recognizing our high-quality standards of excellence, including three National Gold Medal Awards, maintaining a Moody's AAA bond rating for nine years, and receiving multiple awards for fiscal responsibility.

All interested candidates apply here: <https://ahpd.bamboohr.com/careers/275>