



Recreation Manager - Athletics

Hampshire Township Park District

Contact Name: Darren Arndt

Contact E-mail: darren@hampshireparkdistrict.org

Contact Phone: 847-683-2690

Closing Date:

Salary: \$50,000 - \$60,000

Description:

SUMMARY:

Reporting directly to the Executive Director, the Recreation Manager is responsible for creating, planning, implementing, managing, organizing, and supervising assigned athletic related leagues, classes, sports camps, tournaments, fitness programs, etc. within the Park District recreation department as well as assists when directed with community events operated through other park departments or civic groups. In addition, the Recreation Manager shall perform various administrative tasks for the department including coordination of new hires in cooperation with Human Resources, staff training, volunteer recruitment, volunteer training and community group liaison. Your focus will be on providing exceptional athletic and recreational experiences for participants of all ages and abilities. With your leadership and organizational skills, you will ensure that the park district's athletic programs operate smoothly, promoting community engagement and fostering a passion for sports and healthy lifestyles.

WORKING HOURS: This position is a 40 hour per week minimum and may require working evenings, weekends and holidays as necessary. The Recreation Manager position requires a flexible schedule to facilitate and represent the Department at meetings, workshops, conferences and in other situations, as assigned as it relates to recreation.

QUALIFICATIONS:

Education: Bachelor's degree with major coursework in Parks and Recreation, Sports Management, Recreation, Physical Education or related field preferred.

Experience: Five years of full-time progressive experience in sports programming and/or related recreation management. Direct park district experience in athletics is highly desired.

Skills: Strong leadership and team management abilities. Excellent organizational and communication skills. Able to organize leagues, volunteers, communicate with vendors and be able to respond to high volumes of phone calls, emails and other inquiries. Knowledge of sports rules, principles, officiating, managing teams, managing volunteer coaches, organization of sports leagues, coaching techniques, and program development. Must be exceptionally experienced and comfortable with conflict resolution. Familiarity with budgeting and financial management. Ability to collaborate

with diverse stakeholders and foster community partnerships. Passion for promoting sports, fitness, and healthy lifestyles. Proficiency in office software and scheduling tools.

Certifications: American Red Cross CPR/First Aid Certification, AED certification, or the ability to obtain such within 90 days. Mandated reporter certification, Certified Park and Recreation Professional (preferred).

ESSENTIAL DUTIES & RESPONSIBILITIES:

Develop and oversee a diverse range of athletic programs and activities for participants of all ages and abilities through a seasonal plan to include purpose, goals and implementation for all athletic leagues, classes, camps, tournaments and events.

Actively engage with the community to understand their sports interests and needs, fostering community partnerships and expanding program outreach.

Continuously assess the effectiveness and impact of athletic programs through participant feedback, attendance data, and performance metrics.

Administers diversified athletic opportunities for all ages, including compliance with ADA standards and special needs.

Oversees the preparation and implementation of events and programs. Maintains calendars and schedules for department facilities, private and public facilities per intergovernmental agreements, and monitors and schedules custodial and maintenance needs in relation to those schedules.

Professional management of athletic programs, contractual programs, open gym activities, use of all sports facilities, volunteers and events including but not limited to sports tournaments, leagues, and events, ensuring seamless event logistics and maximum participation.

Works with School District Administration and Staff on shared use of facilities and programming, including safety procedures for each facility.

Trains staff on emergency procedures, ensures that programs are properly equipped for an emergency event, trains coaches on emergency guidelines and park district safety information such as, but not limited to, the lightning detector.

Serves as the Park District point of contact for all other community sports organizations.

Coordinate details for internal and external use of our facilities, including invoicing outside organizations for renting Athletic Fields/Electric usage.

Develop and ensure the proper inspection and maintenance of equipment.

Maintain an organized workspace, which includes, but not limited to, having all the necessary supplies, forms, equipment, etc. needed for all programs.

Recruit, hire a team of program supervisors, coordinators, and/or volunteers as needed. Provide guidance, training, and performance evaluations.

Collaborate with the department managers and supervisors to optimize the utilization and maintenance of sports facilities, fields, and courts.

Oversee management and use by outside groups of the concession stand as needed, Health Department permit, budget, staffing, supplies, etc. Assist with internal use of the concession stand for special events or internal programs.

Prepares and oversees the athletic program budget, allocating resources efficiently for equipment, staffing needs, and program enhancements. This includes budgets for athletic leagues, classes, camps, tournaments, etc.

Assists with decisions concerning the setting of program fees and charges. Assists in monitoring cash handling practices, fee collection and point of sale.

Creates departmental reports and comparisons pertaining to revenues/expenses, inventories, purchasing, event attendance, recreational programs and facility needs.

Collaborate with the Athletic Supervisor and Recreation Manager – Communications & Special Events to develop effective promotional strategies and materials for athletic programs and events.

Works with the Marketing Department for sponsorship opportunities for programs, supplies, or new

recreational amenities, as well as fundraising for scholarship programs.

Implement and enforce safety protocols and guidelines to ensure the well-being of participants, staff, and spectators.

Stay updated on sports industry trends, rules, coaching techniques, and program development to enhance the quality of the athletic programs.

Foster a positive and inclusive sports environment, promoting teamwork, sportsmanship, and a love for physical activity among participants.

Provide exceptional customer service, addressing inquiries and concerns from participants, parents, and community members within two business days of receipt of the communication. At minimum acknowledgement of the receipt of the communication should be noted.

Comply with all relevant regulations and requirements for athletic programs, ensuring legal and ethical compliance.

Collaborate with other park district departments to enhance the overall recreational offerings and community engagement.

Responsible for completing and submitting coded payment authorizations for purchases in a timely manner.

Complete the necessary forms for accidents and incidents.

Computer fluency in Microsoft products, RecTrac Software, Google Suite, Team Sideline, Rainout Line, email or any other new software implemented.

Responsible for scheduling and approving requests within timekeeping system.

Coordinates all aspects of this position in an organized, efficient manner.

Performs other duties as assigned by the Executive Director.