



Sports Lead

Wilmette Park District

Contact Name: Carol Heafey
Contact E-mail: cheafey@wilpark.org
Contact Phone: 847-256-9692
Closing Date:
Salary: \$23 - \$27/hour

Description:

SUMMARY: Under the direction of the Recreation Supervisor, the Sports Lead supports the planning, organization, implementation, and instruction of a variety of youth sports programs, leagues, camps, enrichment programs, and special activities. The Sports Lead serves as a primary internal sports instructor for Wilmette Athletics programming and provides on-site leadership and operational support across the District's youth sports programs.

This position combines administrative responsibilities with direct program instruction and leadership. The Sports Lead works collaboratively with Recreation staff to develop quality programming, prepare for upcoming seasons, maintain equipment and program resources, and provide a positive and engaging experience for participants and families.

This is a **PT1-ACA position** eligible for Illinois Municipal Retirement Fund (IMRF) participation, individual HMO medical insurance, dental and vision benefits, as well as applicable Park District facility and program benefits.

SUPERVISORY DUTIES:

- None

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Sports Programming & Instruction:

- Serve as a primary instructor for Wilmette Athletics, instructing 6-15 youth sports classes per week during fall, winter and spring seasons.
- Prepare and implement age-appropriate lesson plans and curriculum for assigned sports programs.
- Lead programs that introduce and develop fundamental athletic skills while emphasizing participation, sportsmanship, teamwork, and skill progression.
- Serve as a Preschool Enrichment Sports Instructor for Early Childhood Center participants.
- Lead sports rotations and activities for School Day Off programs and provide additional program support as scheduled.
- Adapt instruction based on participant age, ability level, program goals, and enrollment.

- Assist in evaluating existing programs and developing new classes, clinics, camps, and other athletic opportunities.

League & Program Operations:

- Assist with the operation of the Youth Basketball League, Rookie League, Youth Soccer, and other District athletic programs as assigned.
- Provide on-site leadership during practices, games, clinics, and league programming.
- Assist with program set-up, participant check-in, equipment distribution, facility preparation, and program close-out.
- Support coaches, instructors, officials, and seasonal staff during program operations.
- Help troubleshoot program concerns and communicate operational needs to the Recreation Supervisor.
- Promote a safe, organized, welcoming, and positive environment for participants, families, staff, and volunteers.

Administrative & Program Preparation

- Complete administrative and program preparation responsibilities throughout the year, including rosters, participant information, staff resources, equipment, supplies, and other program materials.
- Maintain organized sports equipment, program materials, and storage areas, and communicate equipment, facility, and operational needs to the Recreation Supervisor.
- Assist with seasonal planning and preparation for youth sports leagues, camps, classes, and Wilmette Athletics programming, and participate in staff meetings and trainings as required.

Sports Birthday Parties

- Coordinate and oversee District sports birthday parties.
- Manage party preparation and ensure necessary equipment and program spaces are ready.
- Lead or coordinate sports activities during scheduled parties.
- Provide a positive experience for participants and families while ensuring District procedures and safety expectations are followed.

Summer Camps

- Serve as a Summer Camp Director for assigned sports and recreation camps.
- Provide day-to-day leadership and supervision of assigned camps, participants, and seasonal staff.
- Plan and implement camp activities consistent with established program goals and expectations.
- Assist with preparation for fall sports and programs during designated administrative hours throughout the summer.

General:

- Actively uphold and contribute to the Wilmette Park District Comprehensive and Strategic Plan, including the Guiding Principles and Strategic Priorities.
- Actively contribute to the Park District's sustainability goals.
- Perform other duties as assigned.

SAFETY RESPONSIBILITIES:

- Actively support the safety program that will effectively control and reduce accidents.
- Obey the practical safety rules, regulations, and procedures established by the Wilmette Park District safety program that are pertinent to the activities conducted by the department.
- Become familiar with and follow safety procedures of the Wilmette Park District including, but not limited to, fire, severe weather, and evacuation procedures.

- Promptly report all unsafe actions, practices, or conditions observed to immediate supervisor and Human Resources and Risk Manager.
- Attend and participate in required safety trainings.
- Review all accident and incident reports that occur under area of responsibility with immediate supervisor and send them to Human Resources/Risk Management division.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

- Must be 18 years of age
- Must have a minimum of 1 years' experience working with youth in sports, recreation, athletics, camps, or a related setting.
- Experience teaching or coaching youth sports is preferred.

KNOWLEDGE, SKILLS AND ABILITIES:

The successful candidate should demonstrate the ability to:

- Create engaging, organized, and developmentally appropriate sports experiences.
- Provide clear instruction and demonstrations to youth participants.
- Manage multiple programs and responsibilities across different seasons.
- Develop lesson plans and prepare program materials independently.
- Establish positive relationships with participants, parents, coaches, staff, and community members.
- Recognize and respond appropriately to safety concerns and participant needs.
- Maintain organized equipment, supplies, and program spaces.
- Communicate effectively and professionally with staff and the public.
- Adjust quickly to changing program needs and schedules.
- Knowledge of a variety of sports, including fundamental skills, rules, and age-appropriate instructional techniques.
- Ability to confidently lead groups of children of varying ages and ability levels.
- Strong organizational and communication skills.
- Ability to work independently while collaborating effectively with Recreation staff.
- Ability to demonstrate initiative, reliability, sound judgment, and professionalism.

TECHNOLOGY SKILLS:

Possess basic computer skills and knowledge of work order systems, with the ability to learn and use new computer software. The Park District uses Microsoft Office Suite, Maintenance Care for Work Orders, Paycom for time and attendance, and Incode for financial record/budget management.

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Illinois Driver's license
- Must possess CPR/First Aid certificates within three months of hiring, provided by the Park District.
- Complete annual District trainings including, but not limited to, Sexual Harassment Training and Avoiding Exposure to Bloodborne Pathogens annually and Mandated Reporter every three years.

PHYSICAL DEMANDS AND WORK ENVIRONMENT:

The physical demands and work environment described here are representative of those that must be met by an employee to perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential functions.

- The position requires regular physical activity associated with sports instruction and recreation programming, including standing, walking, running, bending, lifting, carrying and setting up equipment, and demonstrating athletic skills and activities.
- The employee must be able to work both indoors and outdoors in varying conditions and perform the physical requirements necessary to safely lead assigned programs.
- While performing the duties of this job, the employee may be required to stoop, kneel, or crouch
- The employee is frequently required to talk or hear; use hands to finger, handle, and feel; and reach with hands and arms.
- The employee may occasionally lift and/or move up to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The noise level in the work environment is usually loud.

HOURS:

- The Sports Lead will work a varied schedule based on seasonal programming, camps, leagues, special events, and operational needs of the Park District. Evening and weekend availability is required.
- During the school year, the Sports Lead is scheduled for approximately 10 administrative hours per week for 39 weeks, in addition to scheduled instructional, league, enrichment, and program hours.
- During the summer season, hours will vary based on camp assignments, with the Sports Lead typically serving as a Summer Camp Director while also assisting with preparation for upcoming fall athletic programs.
- General hours of duty will be determined and approved by the Recreation Supervisor – Sports and are subject to seasonal variation.

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