



Recreation Manager - Athletics

Addison Park District

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Closing Date:
Salary: \$64,000 - \$72,000

Description:

Join the Addison Park District Team as our new Recreation Manager - Athletics

Job Summary

Under the direction of the Superintendent of Recreation & Revenue Facilities, Recreation Manager - Athletics is responsible for the management, development, and oversight, of all athletic and team training programs, adult and youth sports leagues and travel teams, recreational youth sports programs, open gym management, camps related to sports and athletics, and field use scheduling. The Recreation Manager, Athletics is a full-time employee, on-call, and will have fluctuating work hours to accommodate evening and weekend programs.

Work Schedules: variable depending on program needs. Typical core schedule is Monday through Friday 40-hour work week

Primary Duties:

- Oversees planning, organization, and direction of athletic programs; provides leadership to reporting staff by ensuring that athletic/training objectives are met on a consistent basis.
- Responsible for creation and management of the budget of all athletic programs and other accounts within their scope, ensuring the budget is in balance.
- Continuously reviews all ledger accounts within their scope to ensure reporting accuracy and that all revenue and expenses have been posted properly.
- Displays excellent customer service, providing athletes' and coaches' information in a polite, courteous, and professional manner.
- Manages the promotional and advertising opportunities for their department by partnering with the Marketing department to develop plans from strategy to execution.
- Creates departmental business plan and plans and executes future programming.
- Continuously reviews the needs of the department and community, designing programming to fit that need.

- Attends monthly athletic association meetings and engages in community events.
- Promotes, organizes, and stimulates good working relationships with Athletic Associations, schools, and other interest groups serving the residents of Addison.
- Works collaboratively with recreation team members to ensure facilities run efficiently, providing the highest level of customer service to the residents of Addison.
- Responsible for the supervision of direct reports, including recruiting of staff and volunteers, onboarding, training, scheduling, and performance management.
- Continuously reviews all departmental agreements and COIs under their departmental scope to make sure they are active and works with risk management and the executive team for all updates and new agreements, including all athletic contractual programming.
- Oversees the scheduling process of all athletic and sports programs, ensuring all staffing requirements are met and facilities are ready and on time for use.
- Establishes and maintains effective and cooperative relationships with contractors and outside vendors.
- Manages the Affiliate groups for field, gym, and room reservations. Reviews all agreements and proposes adjustments to the executive team as needed.
- Manages outside vendors as needed for referring/coaching, etc. Ensures all documentation, COIs, and agreements are in place.
- Collaborates with school district for facility usage.
- Collaborates with the parks department on field usage and maintenance, consistently monitoring the condition and reporting issues as they arise
- Operate and manage our travel baseball teams. Addison Jr. Braves
- Operate and manage youth leagues, including but not limited to, soccer, softball, baseball, basketball, etc.
- Other duties as assigned.

Required Qualifications:

- Bachelor's degree in Recreation and Parks Administration, Sports Management, Leisure Studies, or related field, and/or equivalent experience.
- Proven athletic coaching and weight training experience.
- Minimum of 3 years' experience in athletics programming.
- Demonstrated leadership ability.
- Excellent communication skills and enjoyment of working with diverse clients.
- General knowledge of preparation of association contracts and billing.
- Have passion for athletics program development for all age groups and activities.
- Proficient in Word, Excel, PowerPoint, and other office programs.
- Fluency in verbal and written English. Preference given to bilingual candidates.
- Valid Driver's License.
- CPR, AED, and First Aid certified within six (6) months of hiring.
- Fluent in utilizing Quick scores and Statusfy

Benefits:

As a full-time Addison Park District employee, eligible employees receive a comprehensive benefits package including:

- Competitive Group Insurance benefits including health, life, dental and vision plans.
- 12 days of paid vacation time annually
- 12 days of paid sick time annually which carryover year to year.
- 3 paid personal days per year.
- 9 paid holidays per year and 4 paid floating holidays

- Pension plan through IMRF.
- Deferred Compensation Program – voluntary supplemental retirement plan.
- Federal Public Service Loan Forgiveness Program eligibility.
- Recreation Programming Benefits

Full Job Description and Direct Application Found here:
Recreation Manager - Athletics - Addison Park District Jobs