Recreation Coordinator - Athletics

Hampshire Township Park District

Contact Name: Darren Arndt
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Closing Date:
Salary: $17 - $19/hour

Description:
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SUMMARY:
The Recreation Coordinator serves as the primary operational lead supporting the Recreation Manager - Athletics by managing day-to-day logistics, staffing coordination, scheduling, communication, and issue resolution. This role is designed to proactively prevent problems, quickly resolve challenges, and maintain continuity of operations so that no program is compromised due to staffing gaps, miscommunication, or unforeseen issues.

The Recreation Coordinator will plan, implement, and oversee a variety of youth and community athletic programs including recreation basketball, travel basketball, soccer, t-ball, tournaments, softball, flag football and a variety of youth and adult sporting events.

The ideal candidate is passionate about creating safe, engaging, and inclusive sports experiences that foster skill development, confidence, and fun for participants of all ages. Required hours for this position are primarily **Saturday and Sunday** (with a range of 8am - 7pm, depending on the event schedule), and some flexibility weekday hours with required in-office days on Mondays and Fridays.

WORKING HOURS: This position is a 40 hour per week minimum requiring working evenings, weekends and holidays as necessary. The Recreation Coordinator 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: High School diploma is required, a Bachelor's degree with major coursework in Parks and Recreation, Sports Management, Recreation, Physical Education or related field is highly preferred.
Experience: Experience supervising part-time, seasonal staff and volunteers **required**. Experience with administration coordination, scheduling and customer service **required**. Athletic or recreational program experience (coaching and/or referee for multiple sports) is **highly preferred**.

Skills: 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. 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

- Assist in the day-to-day operations of the park district's athletic programs, leagues, tournaments, and events.
- Coordinate and schedule athletic activities, practices and games on park district fields and facilities.
- Communicate with athletes, parents, and stakeholders to provide program information and address inquiries or concerns.
- Enforce policies and procedures for athletes, coaches and staff to ensure safety and compliance with regulations.
- Inspect and manage athletic facilities, including fields, courts and equipment, ensuring they are in good condition for use.
- Collaborate with other departments and external partners to organize joint athletic events and initiatives.
- Assist in the planning and organizing of special events and promotional activities to enhance community engagement in athletic programs.
- Participate in park district meetings, board meetings, staff training and professional development opportunities as required.
- Promote a positive and inclusive environment, fostering sportsmanship and teamwork among athletes.
- Coordinate the acquisition, prep, delivery, collection and maintenance of athletic equipment and supplies.
- Uphold the park district's mission and values promoting the positive impact of athletic programs on the community.
- Works with other departments and external partners in scheduling the use of fields and facilities to ensure the most efficient and effective use of resources.
- Assists office staff in registrations and communication regarding athletics program.
- Ability to operation staff in registrations and communication regarding athletics program.
- Ability to operate standard office equipment, computer fluency in Microsoft and Google Workplace, prior experience with RecTrac and Team Sidelines a plus.

DISCLAIMERS

Equal Opportunity Employer

Hampshire Township Park District is an **Equal Opportunity Employer**. Employment with Hampshire Township Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, sexual orientation, veteran status, national origin, marital status, mental or physical disability, pregnancy or related medical conditions or any other legally protected status.

ADA Disclaimer

Hampshire Township Park District is committed to providing reasonable accommodations to qualified individuals with disabilities. Those applicants requiring reasonable accommodation should notify Human Resources.

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