



## **Athletic Program Manager**

### **Lindenhurst Park District**

**Contact Name:** Kate Kotloski

**Contact E-mail:** [kkotloski@lindenhurstparks.org](mailto:kkotloski@lindenhurstparks.org)

**Contact Phone:**

**Closing Date:**

**Salary:** \$45-\$50K DOQ

#### **Description:**

The Lindenhurst Park District is excited to announce an opening for the position of Athletic Program Manager! Do you have a passion for Athletics, Fitness, League Management, and serving the community? If you're motivated and results-oriented, we want to hear from you!

#### **About the Role:**

In this role, you will be responsible for the supervision, management, growth, and evaluation of athletic instructional classes, in-house leagues, fitness programs, assigned special events, and operational oversight of the gymnasium and track at the Lippert Community Center. You will be a key member of our team, playing a vital role in meeting the mission of the Lindenhurst Park District to enrich the quality of life for the people of our community.

#### **Key Responsibilities:**

- Supervise and manage in-house leagues including fall and spring soccer, t-ball, basketball, and adult pickleball.
- Manage athletic programs instructed by contractual groups.
- Manage athletic and fitness program instructors.
- Recruit, manage, and train volunteer coaches.
- Plan, organize, and execute programs, special events, and classes.

#### **Key Qualifications:**

- Bachelor's degree from a recognized/accredited college or university in recreation or related field.
- At least 6 months related experience.
- Preference given to those with at least one year of experience in athletic programming and/or league management.
- Illinois Class D Driver's License
- Certified Parks and Recreation Professional preferred.
- CPR/AED certification within 6 months of hire; provided by the park district.

#### **Benefits:**

The Lindenhurst Park District offers a competitive and comprehensive benefits package including 100% employer paid health, dental, vision, and life insurance for full time employees. Additionally, the

district offers paid holidays, personal days, vacation, and sick time.

**How to Apply:**

Please submit your resume and cover letter to [kkotloski@lindenhurstparks.org](mailto:kkotloski@lindenhurstparks.org); interviews for qualified candidates will begin right away. No phone calls please.

Don't miss this opportunity to join a growing and dynamic district where you will make a difference every day! We look forward to hearing from you!