

NILES PARK DISTRICT
POSITION DESCRIPTION

ATHLETICS SUPERVISOR

The Athletics Supervisor for athletics has a primary duty of coordinating a variety of youth and adult sports programs. These programs may include leagues, tournaments, and instructional programs. This is a full-time position with a normal work week of 37.5 hours per week. The Athletics Supervisor must be able to work evenings and weekends.

QUALIFICATIONS:

- Individual filling the position must obtain a Red Cross Certification in CPR and First Aid.
- Bachelor's degree in Recreation and Parks Administration, Sports Management, Leisure Studies, or a related field preferred.
- 2+ years of supervisory experience in the recreation industry including previous experience in athletics program management preferred.
- Previous experience managing part-time staff.
- Must be proficient in MS Office, Google Workspace, database software, and internet and website portals.
- Candidate must also possess a valid class "D" driver's license.

IMMEDIATE SUPERVISOR:

The individual in the position of Athletics Supervisor reports to the Athletics Director.

ESSENTIAL FUNCTIONS:

1. Coordinate and supervise designated leagues, tournaments, instructional programs, and related special events as directed by the Athletics Director.
2. Coordinate programming activities and special events with the other recreation department staff as needed.
3. Direct supervision of athletic personnel to include but not limited to coaches, officials, and volunteers.
4. Train all volunteer coaches, program staff, referees and other program personnel as needed.
5. Prepare reports, statistics and evaluation on programs and personnel as needed.
6. Coordinate the lines of communication between Park District and community.
7. Monitor trends in sports programs and other program areas as assigned. Investigate these program areas and present recommendations on initiation of new programs.
8. Prepares brochure copy and other promotional materials for programs.
9. Assists in developing plans for the proper development, improvement and maintenance of athletic facilities.
10. Coordinate and organize all CPR and first aid training for department of athletics staff members (full and part time).
11. Responsible to follow and comply with the District's safety policies as presented in the Personnel Policy Manual. To uphold the District's commitment to safety by, attending scheduled safety programs/seminars and promptly reporting accidents and hazardous conditions to the Athletics Director.
12. Other duties as assigned by the Athletics Director.

MARGINAL FUNCTIONS:

1. Assist in leading instructional programs.
2. Provides information for and assists in the development of the Sports Page on the park district web site.
3. Assist in special projects.
4. Maintain sports program facilities, equipment and storage areas in a safe and clean condition.
5. Assist in the general upkeep of the gyms.
6. Assists in strategic planning, goals and objectives preparation.
7. Assist with emergency procedures and building evacuations.

PSYCHOLOGICAL CONSIDERATIONS:

The Athletics Supervisor must resolve differences and problems that arise with patrons and employees. This individual is responsible for managing safe and well-organized athletic programs. The worker may also have to work under stressful situations when first aid or CPR is required.

PHYSIOLOGICAL CONSIDERATIONS:

Supervision of sports programs may require the individual to become actively involved in the set up of fields, officiating of games, or direct leadership of strenuous activities. The Supervisor may need to respond quickly and accurately when a dangerous situation develops.

Staff may be required to work for long periods at their desk. This may include work with computers. Staff may also be required to accept deliveries of supplies and be responsible for stocking and distributing supplies to sites. Staff member will be required to be able to lift and turn carrying 25 pounds at least 10 feet, and placing this load on shelves at chest height so as to fulfill this requirement.

ENVIRONMENTAL CONSIDERATIONS:

Athletic Staff members may be exposed to all weather conditions. Staff may be required to supervise activities where there may be large quantities of dust from playing fields. Staff may also be exposed to extreme weather conditions in the execution of his/her duties (rain, heat, cold).

COGNITIVE CONSIDERATIONS:

Athletic department staff must possess good judgement and safety awareness.

****Due to the needs of the Park District, evening and weekend hours may be required. Your work schedule may vary, and your workweek may exceed regular hours at times. Please note that regular and reliable attendance is an essential function of this position.**

To apply, please e-mail resume and letter of interest to Melissa Galvez, Human Resources Manager, at mgalvez@niles-parks.org

