



## Job Description

**Job Position Title:** Athletic Manager

**Salary Range:** \$42,000.00-\$57,000.00

**Starting Salary Range:** \$42,000.00-\$48,000.00

(Note: Must be within the first 40% of the Salary Range.)

**Working Hours:** The Athletic Manager is a Full Time position working a minimum of 40 hours per week. The scheduled work hours for this position are Monday – Friday, 8:30 AM to 5:00 PM, including ½ hour unpaid lunch.

**Summary:** The Athletic Manager is responsible for managing all children, youth and adult athletic programs, camps, special events, leagues, platform tennis program and facility, park rentals, intergovernmental and private school utilization and scheduling, and batting cage reservations for the Park District, directly managing program and facility staff and volunteers.

**Qualifications:** Bachelor's degree in park and recreation or closely related field. A minimum of 3 years experience in recreation programming management with preference given to those individuals with a parks and recreation background. Basic knowledge of computers. A valid Illinois State Driver License (Class D). Ability to become a Certified Park and Recreation Professional (CPRP) within 1 year.

**Immediate Supervisor:** The Athletic Manager reports to the Superintendent of Recreation. All athletic & platform tennis contractors; seasonal program, platform tennis, and facility rental staff, and volunteers reports directly to the Athletic Manager.

### Essential Functions:

1. Prepare board reports, financial reports, and administrative reports for the board and/or committee meetings.
2. Communicate with the Superintendent of Recreation regularly on Park District matters.
3. Prepare and maintain the fiscal control of the recreation department budget in the areas of athletic programs, special events, camps, leagues, platform tennis, and park and facility rental operations.
4. Prepare payroll for all staff directly reporting to this position.
5. Plan and prepare performance appraisals.
6. Recruit, hire, train, and coach employment of Park District personnel.
7. Directly manage all athletic children, youth and adult programs, special events, and leagues. Develop, implement, and directly manage program curriculum.
8. Develop, implement, and directly manage leagues, including but not limited to Softball, Volleyball, Bocce, Platform Tennis, and Pickleball.
9. Directly manage all seasonal program staff & volunteers, and directly supervise athletic contractors.
10. Directly purchase all program supplies.

11. Directly manage the travel and recreation basketball programs. Serve as the liaison on the Youth Basketball Committee.
12. Serve as the liaison with all youth sport organizations. Regularly meet with organizations to schedule field needs and special events. Establish field use and light use schedule in accordance with the Park District Field Use Policy. Submit monthly invoices for field and light use.
13. Develop, implement, and directly manage the platform tennis program, including: membership, house and travel leagues (levels, flights, rankings), special events, and lessons. Directly supervise platform tennis pros, contractors, and volunteers. Serve as the liaison on the Platform Tennis Committee.
14. Directly manage the rentals for all parks and facilities. Directly manage facility rental staff.
15. Work with the Communications & Marketing Supervisor to effectively market all athletic programs, camps, special events, leagues, and platform tennis. Develop and submit seasonal Fun Guide, monthly newsletter, fliers, and social media information to the Communication and Marketing Supervisor. Solicit youth basketball program sponsors.
16. Demonstrate exceptional customer service skills in all communications.
17. Collaborate and coordinate program space with local schools.
18. Research, utilize, and manage current software for batting cages, rankings, and scheduling.
19. Promote a quality loss control/safety program for the Park District.
20. Perform any duties as assigned by the Executive Director.

**Marginal Functions:**

1. Attend Park District meetings as necessary.
2. Conduct regular staff meetings.
3. Represent the Park District in various public forums.
4. Assist the registration desk with registration and customer service.
5. Substitute for the Superintendent of Recreation, Administrative Assistant, or program staff if they are unable to perform their work.

**Psychological Considerations:**

1. Must provide team leadership.
2. Ability to work effectively in a climate of political assertiveness and interaction, requiring timely administrative responsiveness and flexibility.
3. Must be able to function effectively in a fast-paced environment.
4. Must be able to deal with people under stressful and demanding situations.
5. Must be able to function under stressful situations when first aid or CPR is required.

**Physiological Considerations:**

1. Perform tasks that require walking, bending, stooping, standing, kneeling, climbing, reaching, and sitting.
2. Drive a motorized vehicle to travel to different locations.
3. Perform lifting tasks up to 50 pounds.

**Environmental Considerations:** May be exposed to the elements when driving to meetings, supervising a program, or at an outdoor site; these conditions include lighting, humidity, and temperature.

**Cognitive Considerations:** The Athletic Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.