

Mundelein Park & Recreation District Job Description

Job Title: Athletics Supervisor
Department: Recreation
Supervisor: Recreation Programs Manager
Classification: Full-time – Exempt

Summary

The Athletics Supervisor is responsible for coordinating athletic programs and leagues for all ages. The Athletics Supervisor is also responsible for coordinating the Park District's gymnasium, athletic field, and Dunbar Recreation Center room rentals. Additional duties include the development, coordination, and supervision of outdoor education programs, athletic special events, and teen activities. This position requires working nights, weekends and holidays as needed to successfully carry out the essential functions of this job.

Qualifications – Education, Experience and Training

B.A. or B.S. in Recreation Administration, Physical Education, Exercise Science or related field is preferred. Minimum High School Diploma required. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Must possess certifications in First Aid and CPR/AED within 90 days of employment. Certification as a Certified Parks and Recreation Professional (CPRP) is preferred. Candidate must also possess a valid Illinois class "D" driver's license.

Duties and Responsibilities

A. Essential Functions

- Develop, coordinate, promote, evaluate and supervise athletic programs and leagues for all ages. Instruct programs and workshops, as needed. Host tournaments and athletic special events.
- Develop, coordinate, promote, evaluate and supervise outdoor education programs and teen activities.
- Promote, schedule, manage, and supervise the Park District's gymnasiums, athletic fields, and Dunbar Recreation Center room rental programs.
- Ensure coverage for rental events and programs, work shifts as necessary.
- Ensures proper set up and clean-up of rentals.
- Evaluates rental events and works with Registration staff to process security deposits.
- Serves as Park District liaison with the athletic affiliate programs.
- Plans and executes special events and projects as assigned.
- Define personnel and staffing requirements, develop plan to recruit, hire, train, schedule and evaluate seasonal and part time staff to include contract employment and volunteers for assigned recreational programs and facilities.
- Prepares seasonal brochure information and creates publicity materials in cooperation with the marketing department.
- Work with marketing staff on the creation of annual marketing plans for areas of responsibility. Ensure the timely marketing of programs and events from a strategic perspective, including production of flyers, brochures, press releases, social media posts and other promotional materials.
- Prepare the annual budget for program areas, monitor revenue and expenses, make purchases, and provide recommendations to supervisor on rate and policy changes.
- Develop long range recommendations for capital expenses.
- Order, purchase and coordinate assigned program supplies and equipment.
- Prepare monthly board report.
- Continuously seek ways to improve and deliver quality services to both external and internal customers.

- Makes recommendations for changes and improvements to programs, and facilities as required to meet the public demand.
- Deliver quality customer service both internally and externally.
- Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.
- Provide accurate information to patrons in person, via telephone, and electronically and be available to troubleshoot any issues, as needed.
- Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.
- Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.
- Participate in professional committees, conferences, workshops and classes to improve job knowledge and management skills.
- Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve programs and services.
- Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.
- Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.
- Ensures staff schedules are prepared for areas of responsibility.
- Process payroll.
- Perform other related duties as assigned.

B. Marginal Functions

- Hours will vary including days, nights, weekends, and holidays.
- Assist in leading instructional programs.
- Assist with district wide special events and special projects.
- Make recommendations for special programs, discount rates, and special events.
- Develop appropriate forms and administrative procedures to compliment the registration process.
- Prepare reports, statistics and evaluations on programs and personnel.
- Meet with outside agencies and groups.
- Occasional set up and take down of equipment and supplies for activities and special events.
- Serve on Park District committees as requested.
- Assist with emergency procedures and building evacuation.
- Ensure compliance with safety, health, and loss control policies and procedures of the Park District.
- As directed, participate in professional committees, conferences, workshops, and classes to improve job knowledge and management skills.

Considerations

A. Psychological Functions

- Employee should be able to maintain a positive working relationship with other employees.
- Employee must demonstrate leadership qualities to perform required work.
- Employee must be able to function in a sometimes fast and ambiguous environment.
- Employee must work effectively under deadlines in a variety of environments and elements.
- Employee must demonstrate ability to make difficult personnel decisions without emotion and based on fact.

B. Physiological Considerations

- Frequently sitting and walking.
- Occasionally balancing, stooping, kneeling, crouching and reaching.
- May be required to lift and/or move up to 50 pounds of weight when setting up certain programs or activities.

C. Environmental Considerations

- Most activities are performed indoors, in a smoke free environment with controlled temperature and lighting.
- May experience weather conditions while driving to other facilities to attend meetings or perform job duties at other facilities. May be exposed to weather conditions assisting workers with outdoor functions or supervising outdoor athletic activities.
- Protective clothing is not required unless a specific project or task requires appropriate safety measures such as hearing or eye protection, use of respirators and other protective items as needed.
- Employee may be exposed to a variety of communicable diseases to include exposure to the potential of blood borne pathogens in a number of settings and areas within the Park District.

D. Cognitive Considerations

- Employee must have the ability to communicate in English, both verbally and in writing.
- Must have good safety awareness and sound judgment.
- Employee must possess time management and organizational skills to effectively perform his/her job.
- Employee must demonstrate good customer service skills with the ability to problem solve resident or participant complaints.
- Employee must have the ability to make judgments with respect to confidentiality of information and problem solving.

E. Safety Considerations

- Employee must be able to follow direction from supervisor with safe and effective follow through.
- Employee must be able to use good safety awareness and judgment.
- Employee must be able to participate in safety related training as required.

Conditions of Continued Employment

- Provide verification of education.
- Submit to a pre-placement reference check.
- Submit to a pre-placement state criminal background check.
- Submit to a pre-placement physical.
- Submit to a pre-placement drug testing.
- Submit proof of date of birth.
- Provide a copy of driver's license.
- Provide driver's abstract.
- Submit Proof of eligibility to work in the U.S.
- Submit to random, reasonable cause and post-accident drug or alcohol testing.
- Complete six (6) month introductory period satisfactorily.
- Employee is strongly encouraged but not required to become a resident of the Mundelein Park District.

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