

FOSSS PARK DISTRICT

TITLE: Athletic Coordinator

REPORTS TO: Superintendent of Recreation

(THIS IS AN IMRF QUALIFIED POSITION)

GENERAL STATEMENT OF DUTIES:

Plans, implements, supervises, evaluates general programs and special events for school age through adult age exclusive of Senior Citizens.

Supervision Received:

Generally supervised by Superintendent of Recreation

Supervision Exercised:

Supervises all volunteers, part-time and contractual employees within area of responsibility

DUTIES AND RESPONSIBILITIES:

1. Coordinate in the planning of the Athletic programs within areas of responsibility. Keeps alert to current trends within the community relating to recreational pursuits? Keeps sensitive to the public's needs and desires.
2. Responsible for all promotion and publicity efforts pertaining to assigned Athletic programs.
3. Assist in the production of park district brochures and Program Masters.
4. Prepares P.O. and check request in accordance with established accounting procedures.
5. Maintains a system of records, reports, completes and submits all necessary reports.
6. Attends staff meetings, training and workshops as assigned.
7. Assist in proper inventory of all supplies and materials within area of responsibility.
8. Establishes and nurtures a positive public image. Attends regularly community meetings that have importance to the effective functioning of assigned program area.
9. Works cooperatively with recreation staff, parks staff to schedule facilities to avoid conflicts in Program implementation. Plans a wide variety of programs and special events for school age through adult age.
10. Assist Recreation Superintendent in risk management to ensure that work performed and services provided are implemented in a safe manner.
11. Complete forty hours of work weekly.
12. Perform other related duties as required or assigned.

HOURS:

Athletic Coordinator shall be on duty 40 hours as required of the position or scheduled by the Recreation Superintendent.

QUALIFICATIONS:

Documents that establish both identity and employment eligibility are required.

Education:

- High School Diploma or GED required.
- Bachelor of Science in Recreation and Parks Administration or related field preferred.

Experience:

At least one (1) year experience in program planning for youth and adults including special events.

Knowledge and Abilities:

- General knowledge of recreation, parks, and leisure field.
- Working knowledge of facility scheduling.
- Considerable knowledge and abilities to plan, organize, supervise and evaluate general programs and special events.
- Ability to deal effectively and courteously with the public and staff.
- Ability to communicate effectively both orally and in writing.

Licenses:

- Valid Illinois Driver's License.

Physical Requirements:

- Physical condition adequate to drive park district vehicle (such as 15 passenger van), to conduct programs, special events and trips.
- Physical condition adequate to conduct special event programs and program supervision.
- Must successfully complete a three (3) month probationary period.
- Must submit to physical examination.
- A police background check is mandatory.