

JOB POSTING

Job Title: Athletic Coordinator
Category: Recreation
Class: Part Time
Salary: \$12.00 - \$15.00 per hour

Requirements: High school diploma required. Degree in Recreation/Sports Management or related field preferred. One to two years of experience in leading recreation, sports, or any equivalent combination of education and experience which provides the required skills, knowledge, and abilities necessary for the position. Employee must be able to work extended hours, including nights/weekends and holidays. Employee must have excellent computer skills. (Microsoft Office & RecTrac)

Physical: While performing this job, the employee is required to speak and listen, stand, walk, use hands, sit stoop or kneel, bend, and lift and/or move up to 50 pounds. Reasonable accommodations may be made to enable individuals with disabilities.

Cognitive: Employee must have the ability to read and understand materials, such as, but not limited to, rules and regulations books, manuals, and schedules.

Duties: Responsible for overseeing all aspects of a given sports activity or contractual programs, including but not limited to game and practice supervision as scheduled throughout the season as well as the oversight of coaches and staff. Coordinate use of facilities with local partner organizations. Assists with developing athletic department goals, procedures, and plans programs to reflect program goals. Monitors set up of athletic facilities for rental events. Prepare an evaluation and summary of current programs including inventories, participant reports, and recommendations for improvement. Interact with co-workers, general population/park patrons in a professional and positive manner.

The Huntley Park District is an equal opportunity employer. Prior to employment a successful criminal background check must be completed.

Applications can be picked up at the REC Center. Completed application should be returned to the front desk staff or mailed to:

Huntley Park District
HR Department
12015 Mill St.
Huntley IL, 60142

No phone calls please.