

Warrenville Park District

Job Description

Job Title: Athletic Coordinator

Department: Recreation

Employee Classification: Part Time - 11+ hrs

Immediate Supervisor: Athletic and Facility Supervisor

FLSA Status: Non Exempt

JOB STATEMENT

Reporting to the Athletic and Facility Supervisor, the Athletic Coordinator is responsible for assisting the Athletic and Facility Supervisor in all aspects and functions of the Athletic and Facility Supervisor's programs as assigned and needed.

QUALIFICATIONS:

1. 18 years of age; high school diploma.
2. Two or more years of experience in athletics and/or recreation or an equivalent combination of education and experience.
3. Strong knowledge and experience in athletics and/or recreation.
4. Must have knowledge in sports instruction, pickleball, sports leagues, facilities, and athletic administration.
5. Must have a strong ability to communicate effectively orally and written regarding service information, staff training, and public relations.
6. The ability to interact with all levels of employees.
7. The ability to work independently, efficiently and attend to details.
8. Must have strong organizational and time management skills.
9. Must have integrity, good judgment, discretion, a positive attitude, and the ability to think and work independently with minimal supervision.
10. Valid State of Illinois Drivers License – Class D preferred.

DUTIES AND RESPONSIBILITIES

Essential Functions

Administration

1. The Athletic Coordinator must possess and exhibit good problem solving ability, judgment, interpersonal and organizational skills.
2. Ability to communicate and interact effectively and cooperatively and provide a favorable image to the public.
3. Assist in the development and presentation of appropriate operating procedures in accordance with District Policy.
4. Ability to multi task.
5. Ability to prioritize multiple and changing priorities.
6. Regular attendance and punctuality.
7. Performs general duties with the recreation programs and special events.
8. Performs and is responsible for cash handling systems as set forth by the Business Office regarding accuracy, reporting, balancing of cash records as deemed necessary.

Essential Functions - continued

Administration

9. Responsible for distribution of program correspondence, program informational sheets, and participant forms.
10. Responds to questions and assists visitors and staff.
11. Provide quality program communication as needed.
12. Recommend and assist with development additional policies and procedures as necessary.
13. Communicate operation specifics on matters of importance to the Athletic and Facility Supervisor in a timely manner.
14. Works closely with the Athletic and Facility Supervisor to assure recreation functions run efficiently and economically.
15. Assist with tracking of program supplies for the Athletic and Facility Supervisor's programs.

Customer Service

1. Assists with the development and implementation of appropriate operating procedures for the recreation programs to provide quality customer service, in accordance with the district policy.
2. Greet and welcome participants.
3. Maintain and promote excellent customer service to staff, participants, and parents.

Knowledge, Skills and Abilities

1. Knowledge of generally accepted accounting principles, and the ability to accurately prepare and maintain District records for auditing purposes.
2. The ability to be well organized and establish priorities.
3. Ability to work under stressful conditions.
4. Ability to function independently, possessing a high degree of self-motivation and self-direction.
5. Technical skills necessary to operate a PC based computer and printer.
6. Skill in oral and written communication and the ability to use these in establishing working relationships with the Executive Director, other district employees, Board of Commissioners, Affiliates, community officials and the public.
7. Knowledge of time management techniques and the ability to use skills in developing schedules and adhering to timelines.
8. Ability to make correct and safe judgments under "normal" and highly stressful circumstances and situations.
9. Must exhibit good problem solving and good judgments in keeping with the mission of the District.

Safety Responsibilities

1. Actively support the loss control program that will effectively control and reduce accidents.
2. Maintain a working knowledge of all general and departmental specific safety rules.
3. Ensure that all management policies are fully implemented for maximum efficiency for each job.
4. Obey and enforce the practical safety rules, regulations, and procedures established by the loss control program that is pertinent to the activity of the department.

5. Provide adequate job training and continuity safety instruction to all employees in the department.
6. Take corrective action for any unsafe condition that is observed which could adversely affect the safety of an employee or the public.
7. Continually observe and evaluate work conditions and work procedures to detect and correct unsafe conditions and practices.
8. Assist with emergency procedures and building evacuation.

Physical Requirements

1. Requires frequent sitting with some bending, stooping and stretching.
2. Occasionally lifts and carries items weighing up to 40 pounds.

Physical Requirements (continued)

3. Requires hand-eye coordination and manual dexterity to operate a copy machine, telephone, calculator, and other office equipment.
4. Requires eyesight, correctable to 20/20 to read numbers, registration forms, reports, and computer terminals.
5. Requires hearing within normal range for telephone and customer service.
6. Must be able to be seated for extended periods throughout the workday.
7. Requires hearing within normal range for telephone and customer service.

Mental/ Cognitive/ Demands

1. Must be able to effectively adjust to stressful situations.
2. Must understand vague and implicit instructions, and react favorably in all work situations.
3. Must be mentally adaptable and flexible in dealing with a variety of people.
4. Ability to do simple math calculations.
5. Must be able to communicate effectively.

Environmental Consideration

1. Exposure to extreme outdoor climatic temperature conditions (heat, cold, sun, wind, precipitation, and humidity.)
2. Exposure to indoor climatic and temperature conditions and changes (heat, air conditioning).
3. Exposure to equipment and machinery.
4. Exposure to noise from participants and machines.

The above is intended to describe the general content of and requirements for the performance of this job. It is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

I hereby acknowledge receipt and an overview of the requirements and responsibilities of the position in which I will hold at the Warrenville Park District. I further understand that the Job Description is intended to describe the general content of and requirements for the performance of this job and is not to be construed as an exhaustive statement of essential duties, responsibilities, and requirements.

In the event that I am unsure of my requirements or responsibilities, it is my duty to seek assistance from my Supervisor. I am aware that the Job Description may be changed and an updated copy will be available to me.

Employee Name

Employee Signature

Date