

22. Work in conjunction with the Maintenance Department to ensure all playing fields and courts are void of any hazards and are safe and ready for play. Provide request for program setups, field preparation and layouts to the Maintenance Department in a timely manner.
23. Submit an annual budget for the purchase of athletic equipment and supplies to the Supt. of Recreation and Supt. of Finance/H.R. for review and approval by the Finance Committee. Maintain fiscal responsibility for the operation of all athletic programs.
24. Provide leadership for the development of new athletic programs, events and facilities.
25. Work to ensure compliance with Personnel and Park District policies and safety guidelines when recruiting instructors, volunteers, coaches, referees and contracting with independent contractors.
26. Attend staff and related meetings or workshops as may be requested.
27. Attend IPRA/IAPD annual conference, and other related workshops/seminars.
28. Works in cooperation with community organizations and associations for usage of District-owned athletic fields, courts and facilities to ensure Park District sponsored programs and residents have priority. Maintain a master schedule of all athletic field/court usage to avoid conflicts in scheduling.
29. Work with community agencies, citizen groups, advisory committees, and affiliate groups of the Park District, striving at all times to develop and maintain a positive community image.
30. Perform other duties as directed or delegated by the Supt. of Recreation or Executive Director.
31. Work to ensure a safe environment within the established Loss Control Program for volunteers, program participants, community and guests.

SKILLS AND EDUCATIONAL REQUIREMENTS

Individual must be able to perform each essential duty satisfactorily. Initiative and independent work habits are a must. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties. Individual must possess a Bachelor's degree in Recreation, Education, or equivalent combination of training and experience. Must be a Certified Park and Recreation Professional (CPRP) or ability to obtain certification within 6 months of employment. A valid Illinois State Driver's License is required. Must have knowledge in Microsoft programs: Word, Excel, Office, etc.

WORKING CONDITIONS

Individual must be able to work evenings, weekends and holidays. Travel to workshops, seminars and conferences throughout the state as required. Ability to work in both a hands-on, flexible team environment as well as independently. Some activities and events are performed outdoors and are subject to weather conditions. May be required to work during various weather conditions and temperatures, including inclement weather. The noise level in the work environment ranges from quiet to moderate.

PSYCHOLOGICAL CONSIDERATIONS

Individual must have ability to communicate with people and handle issues under occasionally stressful situations.

PHYSIOLOGICAL CONSIDERATIONS

While performing the duties of this job, the individual is regularly required to sit, stand and walk; use hands to handle and feel objects and equipment; reach with hands and arms; lift up to 50 lbs.; talk and hear.

COGNITIVE CONSIDERATIONS

Must be able to exhibit exceptional organizational and time management skills and work in a team environment. Must possess excellent interpersonal, leadership and communication skills (verbal and written). Must be highly attentive to detail and innovative. Must have ability to manage a wide range of tasks efficiently where deadlines are crucial, and prioritize tasks appropriately. Must have a strong sense of accountability and follow-through. Must be able to exhibit good problem-solving ability and good judgment, and work within the guidelines and policies set forth by the Board of Commissioners.

I, _____, have read and understand all aspects of this job description and accept the duties as set forth.

signature

date