

Crete Park District
Sports Complex Manager
(\$38,000 - \$44,000)

Job Title: Sports Complex Manager
Department: Recreation
Reports To: Superintendent of Recreation
Consults With: Superintendent of Parks and Planning
FLSA Status: Non Exempt
Prepared By: Executive Director
Prepared Date: **June 2022**
Approved By: Board of Commissioners
Approved Date: June 2022

Summary

The Sports Complex Manager is responsible for all athletic programming that is scheduled at Heritage Park Sports Complex. The manager will create in-house and contractual teams, leagues, and tournaments. The manager is responsible for field preparation, schedules, supervising all personnel, officials, score keepers, site supervisors, and contractors insuring the proper management of all recreational and competitive operations. Purchasing recreational materials, supplies, and keeping accurate records within the department. Public relation planning and managing of local and national associations for recreational and competitive event scheduling (NSA, FASA, BPA, USAYSA). Communicate effectively with the Department Superintendents, Foreman, Recreation Supervisor and Part-Time staff.

ESSENTIAL FUNCTIONS FOR RECREATION:

- Directs and supervises the in-house recreation athletic programs according to the directives, guidelines, and procedures of the Crete Park District.
- Regularly assesses and evaluates procedures to insure efficient and effective use of resources.
- Responsible for the hiring, training and evaluation of the Complex employees/contractors and recommending any employment action to the Department Heads.
- Serves as on-site supervisor for park district sports programs, leagues, tournaments, and rentals.
- Reviews and analyzes the progress and effectiveness of recreation programs.
- Attending staff, community, association, and affiliate meetings and effectively communicating the current events and needs of the park district.
- Responsible for the sports complex budget and providing monthly reports of revenue and expenses.
- Establishes fees and charges for programs and services of the sports complex.
- Develops league teams, schedules, and picture days.
- Develops and prepares parent packets and parent information meetings for sports programs.
- Assists with Special Events.
- Maintain a positive image and relationship with Park District patrons and visitors; assist them in resolving their concerns and issues.

MARGINAL FUNCTIONS:

- Ability to deal efficiently and tactfully with other staff and the public.
- Versatility and initiative in dealing with changing assignments.
- Perform duties under varied seasonal conditions.
- Ability to organize a wide range of tasks effectively and efficiently.
- Ability to work without direct supervision to provide exceptional results.
- Ability to understand work from both written and oral instructions.
- Ability to understand and contribute to logistical operational planning.
- Knowledge of fiscal responsibility pertaining to the use of maintenance equipment and supplies.

QUALIFICATIONS:

- Bachelor's Degree in Parks and Recreation, Physical Education, or related field.
- First Aid, CPR/AED certified or ability to obtain
- CPRP preferred
- Provide satisfactory personal references
- 2 years recreation programming and supervisory experience.
- Valid Illinois Driver's License
- Be available to pass a standard drug test and background check

PSYCHOLOGICAL CONSIDERATIONS: This is a highly visible position with extensive leadership responsibility and a high degree of public interaction. Stress due to district timelines, working closely with co-workers and patrons, and performing independently without supervision.

PHYSIOLOGICAL CONSIDERATIONS: Extended periods of standing, walking, climbing, stooping, bending, sitting, reaching and moderate lifting up to 30 pounds.

ENVIRONMENTAL CONSIDERATIONS: The manager will be exposed to weather conditions including extreme heat and cold, snow, rain, and ice. There will also be exposure to chemicals and cleaning supplies.

COGNITIVE CONSIDERATIONS: The Manager must exhibit problem solving ability and good judgment including safety awareness.

HOURS AND COMPENSATION: This is a full-time position with an expectation of 40 hours per week. Hours will vary depending on the season and Complex use with some evening and weekend hours to be expected. Compensation will be established at the time of hire and increases will be based on the evaluation and recommendation of the Superintendents of Recreation and Parks & Planning with the approval of the Executive Director.

Sports Complex Manager – Compensation Package

Benefits: IMRF Pension
 Health and Life Insurance (84% Covered by district)
 Paid Holiday time off (11 recognized Holidays)
 Paid Vacation (1 yr. = 1 week, 2-5 yrs. = 2 weeks, 6-9 yrs. 3 weeks, 10 + yrs. = 4 weeks)
 Up to 5 Paid sick/personal days/year

Hours: Hours vary depending on the season
 Evening and weekends to be expected, including special events