



The Pleasant Dale Park District has an immediate opening for an energetic and driven team-player to serve as our Athletic Supervisor. This position will be responsible for and will oversee all aspects of the athletic programming for the district. The Athletic Supervisor is a full-time “at-will” employee working a minimum of 40 hours a week including nights and weekends.

Qualifications: The ideal candidate will possess a Bachelor’s degree in Recreation Administration, Physical Education or closely related field with a minimum of 1-2 years of career-related experience. Excellent organizational skills and customer service skills with youth, parents, staff, and the community at large are a must. Candidates must be able to communicate effectively in both oral and written form. Knowledge and experience in methods and techniques of planning, developing and managing athletic programs is required. The candidate must have the ability to establish and maintain effective working relationships with employees, volunteers, superiors, contractors, and the public. Ability to teach athletic classes is a plus. Basic computing proficiencies are also required. Innovative program designs with accompanying marketing strategies are also desired.

The Athletic Supervisor must be CPR/AED and First Aid certified or ability to acquire within 3 months of hire. Candidate must also pass a physical examination, drug screening, and criminal background check. Possession of a valid Class D driver’s license and demonstrated safe driving record required.

\$43,000-\$51,000 salary range based on experience and qualifications. IMRF pension, health and vision insurance, as well as paid time off (Annually=12 Sick Days, 5 Vacation Days, Personal Day).

Interested applicants are asked to send a current resume and cover letter to Laurie Murray, Superintendent of Recreation, 7425 S Wolf Road, Burr Ridge, IL 60527 or via email to [lmurray@pdparks.org](mailto:lmurray@pdparks.org)

No phone calls please.