



ATHLETIC SUPERVISOR

\$42,000+ DOQ

The Pleasant Dale Park District is seeking an energetic and driven team-player to serve as our Athletic Supervisor. This position will be responsible for and will oversee all aspects of athletic programming and athletic facility/field usage 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 as well as various non-athletic district special events.

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, teams, staff, and the community at large are a must. 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/coach athletic classes is a plus. Basic computing proficiencies are also required. Innovative program designs with accompanying marketing strategies are also desired. CPRP certification and experience with Rec Desk software preferred.

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.

Benefits: Full-time employees are eligible for Medical, Dental, and Vision coverage along with PDRMA’s P.A.T.H. monetary opportunities. Other benefits include paid time off through vacation, sick days, personal day, and 11 holidays annually.

Interested applicants are asked to send a current resume and cover letter to Matt Russian, 7425 S Wolf Road, Burr Ridge, IL 60527 or via email to mrussian@pdparks.org

No phone calls please.