



# VILLAGE OF ORLAND HILLS

## **Assistant Director of Recreation** **Athletic Leagues and Athletic Programs** **Full Time, Entry Level Annual Salary \$52,000.00**

### **Job Description**

Under the supervision of the Assistant Recreation Director(s), Assistant Village Administrator, and Village Administrator will be responsible for programming as it relates to athletic leagues and programs for the Recreation Department. The Recreation Supervisor of Athletic Leagues and Programs will provide direction and assistance to ensure that the athletic leagues and programs are run effectively and efficiently in order to successfully reach the goals and objectives of the Recreation Department.

### **Qualifications**

Must be able to uphold and enforce Village Policies and Procedures, be able to work independently or in a team environment, illustrate a general knowledge of computer skills and/or other functions deemed necessary to perform duties as given. Exceptional verbal and written communication skills along with excellent organizational skills and attention to detail. Ability to prioritize tasks as needed. Ability to create and present ideas to further enrich the Village of Orland Hills.

Applicant must have a High School Diploma but an Associates is preferred and/or the equivalent combination of training and experience. Knowledge of the philosophy, mission, leadership needs, and planning requirements of the Village is preferred. This position's hours will vary depending on athletic leagues and programs along with the Village's needs. This is a Non-Union position.

### **Primary Responsibilities**

This person's duties shall include, but not be limited to:

#### **1. Programs:**

- Responsible for researching, developing, organizing, maintaining, promoting, staffing, and coordinating athletic type programs, tournaments, as well as new programs.
- Develop program surveys for designated areas/programs
- Monitor and approve designated contracted officials and programs
- Assists with grant applications by researching information and incorporating processes into athletic programs for grants that were awarded
- Responsible for program fundraising
- Responsible for generating and maintaining all necessary logs, waivers, and reports for the athletic programs
- Oversee daily program operations
- Purchase supplies for all designated programs

#### **2. Registration System:**

- Program maintenance: ensures information is current and accurate
- Responsible for initiating reports for refunds, credits and transfers pertaining to designated programs



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### 3. Assistant:

- Development and maintain departmental procedures
- To the Assistant Director (s), Assistant Village Administrator and Village Administrator for training, special projects, and general office support

### **HOW TO APPLY:**

Apply with resume, cover letter, and contact information for three professional references to Brian O'Neill, Village Administrator. The position will remain open until a qualified candidate is found. Questions about the position:

TEL: 708-349-6666 or email: [boneill@orlandhills.org](mailto:boneill@orlandhills.org)

