**HANOVER PARK PARK DISTRICT**

**JOB DESCRIPTION**

***Athletic Assistant***

**SUMMARY:**

Responsible for assisting the Athletic Supervisor with on-site support including coordination of programs, leagues, reservations, and working programs/events.  This position is primarily scheduled evenings and weekends.

**QUALIFICATIONS:**

Minimum of high school diploma or equivalent. Must possess the ability to communicate verbally, in writing, and be proficient at basic computer word processing software. Must be at least 19 years of age. Valid Illinois Driver’s License. CPR, AED and First Aid Certification required. Bilingual preferred.

**IMMEDIATE SUPERVISOR:**

The Athletic Assistant is under the direct supervision of the Athletic Superivisor

**ESSENTIAL FUNCTIONS:**

1. Responsible for assisting with the athletic leagues, programs and events.
2. Distribute information and equipment to coaches and instructors
3. Organize and distribute uniforms to families
4. Communicate with families, coaches and other staff while on-site
5. Collect equipment and other items at end of season
6. Keep score as needed
7. Monitors the facilities during programs
8. Assist with pre and post season tasks such as getting coaches bags ready for each season.
9. Assists with inputting athletic rentals into RecTrac
10. Pull reports and contact information from RecTrac as requested or needed to contact participants.
11. Works programs when instructor or coach is unavailable.
12. Responsible for providing, reporting and documenting all injury, illness and health information required by the Park District.
13. Maintain effective, cooperative working relationships with inter and intra department personnel.
14. Provide assistance to assure effective relationships with all District-sponsored and our affiliated groups and their activities, as required.
15. Encourage and present "new ideas" to improve the athletic programming of the agency.
16. Assist with the inventory of supplies and equipment as directed by supervisor.
17. Responsible for maintaining a safe work environment and following all safety rules and guidelines.
18. Completes physical set up/take down of program areas as needed.
19. Represent the Hanover Park Park District in a positive and professional manner, and act as a positive role model.
20. Project positive customer service relations at all times.
21. Attends all staff meetings and training sessions as required.
22. Other duties as assigned

**MARGINAL FUNCTIONS:**

a. Assists all employees of the District as needed.

b. Completes special projects and reports as needed.

c. Instructs or leads programs and activities as needed.

d. Present program evaluations to the Board as needed.

d. Attends Park Board and other related meetings as needed.

e. Assist in the successful inclusion of special needs participants.

**PSYCHOLOGICAL CONSIDERATIONS:**

1. Must have the ability to deal effectively with other people under stressful situations

and must maintain a positive approach to public service.

1. Must resolve differences and/or problems that may arise between staff and public.
2. Must work closely with co-workers.
3. Must make good decisions to assure the safety of patrons in the facility.
4. Must be especially supportive to staff during and after emergency situations.

**PHYSIOLOGICAL CONSIDERATIONS:**

a. Sitting, standing, typing, walking frequently

b. Reaching, handling frequently

c. Lifting 10-50 lbs. occasionally

d. Balancing, stooping, kneeling occasionally

e. Pushing, pulling occasionally

f. Climbing occasionally

**ENVIRONMENTAL CONSIDERATIONS:**

Activities are performed indoors and outdoors during all seasons of the year. Varying conditions may include lighting, temperature, outdoor elements and a potential exposure to chronic infectious diseases. Will be exposed to elements when driving to meetings and programs/special events or when supervising outdoor functions.

**COGNITIVE CONSIDERATIONS:**

1. Must be able to follow direction given by the Superintendent of Recreation.
2. Must exhibit good problem solving ability and good judgment.
3. Must be able to demonstrate good safety awareness.

*The duties listed above are not set forth for the purposes of limiting the assignment of work. They are not to be construed as a complete list of the many duties normally to be performed under a job title or those duties to be performed temporarily outside the Recreation Assistant’s normal line of work.*

Summer 2024