



VILLAGE OF ORLAND HILLS

ASSISTANT DIRECTOR OF RECREATION (SCHEDULING AND SPONSORSHIPS) VILLAGE OF ORLAND HILLS, ILLINOIS Full Time, Entry Level \$22.00/hour

Job Description

Under the supervision of the Village Administrator, Assistant Village Administrator, and/or The Recreation Director, the Assistant Recreation Director is responsible for maintaining the building, office space, and fields and/or scheduling of the Sports Complex for the Village of Orland Hills.

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 communications; along with excellent organizational skills and attention to detail. Ability to prioritize and delegate tasks as needed. Ability to create and present ideas to further enrich the Recreation Department.

Applicant must have a High School Diploma but an Associates is preferred and/or the equivalent combination of training and experience required. Knowledge of the philosophy, mission, leadership needs, and planning requirements of the Village is preferred. This position will require weekday evening hours and/or weekend hours; hours may vary depending on department and Village's needs. This is a Non-Union position with a comprehensive benefit package.

Primary Responsibilities

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

1. **Sports Complex, Community Center, Village Parks (Scheduling):**
 - Responsible for developing and maintaining a sponsorships program.
 - Responsible for recruiting, securing, scheduling and maintaining affiliates to utilize the Sports Complex.
 - Responsible for staffing and maintaining the schedule for the Sports Complex.
 - Responsible for collecting money for leagues and accruing revenue over for next fiscal year.
 - Responsible for scheduling the gymnasium.
 - Other duties deemed necessary by Management.
2. **Budget:**
 - Forecasts, monitors, and stays within strict budget guidelines for specific line items.
3. **Staff Supervision and Training:**

Provide guidance and training to other personnel in the department as needed

Other Duties:

- Clerical support as needed.
- Back up to Assistant Recreation Directors

Physical Requirements

Must be able to lift up to 15 pounds along with prolonged periods of sitting and/or standing.

HOW TO APPLY:

Apply with resume, cover letter, and contact information for professional references by October 18, 2023 to Brian O'Neill, Village Administrator. Questions about the position: TEL: 708-349-6666 or email: boneill@orlandhills.org