



## **Job Description**

**Title:** *Athletics Lead*

### **SUMMARY**

Under the supervision of the Athletics Manager the Athletics Lead will be responsible for all aspects of program development. This includes instruction and evaluation. The Athletics Lead primary role is to instruct our patrons in a safe, effective and positive manner.

The Athletics Lead is a part time position working under 10 hours per week.

The following programs have an Athletic Lead: Golf, Tennis, Running, Basketball, Volleyball, Flag Football.

### **QUALIFICATIONS**

The Athletics Lead must have the ability to maintain positive and effective working relationships with other employees and work in a team based environment. Ability to problem solve in an intelligent, effective manner. Must possess organizational ability; skill in written and verbal communication and ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license.

### **IMMEDIATE SUPERVISOR**

The Athletics Lead is responsible to the Recreation/Aquatic Manager.

### **DUTIES AND RESPONSIBILITIES**

1. Determine program content including skills, drills, games, and contests.
2. Determine program offering dates, times, and locations.
3. Recruit Athletic Assistants.
4. Monitor registration numbers to insure programs have the proper instructor to participant ratio.
5. At a predetermined time, the Athletics Lead will consult with the Recreation/Aquatic Manager to discuss closing, cancelling, or combining programs to achieve an optimal learning environment for all.
6. Plan sessions in writing.
7. Lead an introductory parent's meeting and/or send a letter home that outlines the goals and expectations of the program.

### **SAFETY RESPONSIBILITIES:**

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Immediately reports all accidents and unsafe conditions to the Supervisor.
3. Cooperates and assists in the investigation of accidents.
4. Attends all required safety program and in-service education meetings.
5. Treats public complaints and concerns with the utmost attention. Is courteous in all cases.
6. Pays strict attention to housekeeping of work area(s) and general facility.

The employee will use his or her best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park District's Personnel Policy Manual.

**PSYCHOLOGICAL CONSIDERATIONS:**

The Athletics Lead may feel stress from trying to adjust instruction to each individual participant's needs and skill level.

**PHYSICAL DEMANDS AND WORKING CONDITIONS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

Sitting – occasionally	Walking – frequently	Standing - frequently
Lifting – light, 0 – 25 lbs.	Stooping – occasionally	Reaching – occasionally
Climbing – occasionally	Kneeling – frequently	Driving – occasionally

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is part-time Monday through Sunday.

**COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:**

The Athletics Lead must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District. The Athletics Lead must also demonstrate good safety awareness.

The following traits will be required: firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand); detail mindedness (accesses all details attendant to a project or situation); decisiveness (makes decisions when required or takes action when appropriate); foresight/anticipation of problems (look beyond the initial circumstances to analyze future situations).