

## **Tolono Park District**

### **Program Director Position**

The Tolono Park District is seeking a qualified applicant for the position of Program Director. This will be a part-time position requiring an average of 10 hours per week from January through October with a starting salary of \$10,000. Candidate must possess strong written and verbal communication skills, the ability to manage complex scheduling, and implement new program offerings. Prior park district administration experience preferred but not required.

Responsibilities include:

- Manage our baseball, softball, and soccer programs, including registration, parent communications, scheduling, coordinating field prep, coordinating umpires and referees, managing equipment and uniforms, managing sponsorships, and hosting tournaments
- Working with baseball/softball coordinators to establish league rules, athlete and parent conduct, complaint resolution, etc.
- Expand our current offerings to include non-athletic activities and possibly day camps
- Run background checks on all coordinators and volunteer coaches.
- Attend monthly board meetings and submit regular progress reports
- Attend league meetings

Deadline to apply is December 11<sup>th</sup>. Resumes can be emailed to: [parkboard@tolonoparks.org](mailto:parkboard@tolonoparks.org).