

# Tolono Park District

Developed 2023

PO Box 228, Tolono, IL 61880-0228

<b>Job Title:</b>	Program Director	<b>Location:</b>	Multiple Locations
<b>Travel Required:</b>	Yes	<b>Salary:</b>	TBD
<b>Position Type:</b>	Part-Time, At-Will	<b>Supervisor:</b>	Tolono Park District Board of Commissioners
<b>Date Posted:</b>	10/11/2023	<b>Posting Expires:</b>	10/27/2023
<b>Residence Requirement:</b>	None	<b>External Posting:</b>	www.tolonoparks.org

## Applications Accepted By:

### EMAIL:

info@tolonoparkdistrict.org  
Subject Line: Program Director

### MAIL:

Tolono Park District  
PO Box 228  
Tolono, IL 61880-0228

### IN-PERSON:

Tolono Village Hall  
507 W Strong St  
Tolono, IL 61880

## Job Description

The Tolono Park District is seeking a qualified applicant for the position of Program Director. This will be a part-time, at-will, position requiring an average of 8-10 hours per week from November to November. This position requires the candidate to be available to work evenings and weekends.

### SUPERVISORY RESPONSIBILITIES

This position may exercise supervisory responsibilities insofar as providing training and implementing working strategies to coordinators, coaches, and athletes.

### ROLE AND RESPONSIBILITIES

- Manage our baseball, softball, and soccer programs, including registration, parent communications, scheduling, coordinating field preparation, coordinating umpires and referees, managing equipment and uniforms, hosting tournaments and other duties as assigned.
- Collaborate with baseball, softball, and soccer coordinators and coaches to establish league rules, athlete and parent conduct, complaint resolution, etc.
- Submit monthly progress and activity reports and attend board meetings regularly.
- Attend league meetings.

### KNOWLEDGE, SKILLS & ABILITIES

- A strong working knowledge of the games.
- An understanding of both throwing, batting and soccer mechanics.
- Problem-solving skills to identify issues and find solutions.
- Strong verbal communication, organizational, time-management and leadership skills.
- Prior coaching/instructor experience.
- The ability to manage complex scheduling.

**QUALIFICATIONS AND EDUCATION REQUIREMENTS**

High school diploma or general education degree (GED) required. Experience working in the sports industry, with at least three years in a leadership role; Bachelor's Degree in sports management, business administration, or related field; Excellent communication, interpersonal, and presentation skills, and the ability to work well under pressure and meet deadlines.

Candidate shall have a proven track record of success in developing and implementing strategies to strengthen and broaden the Tolono Park District's current sports programs. The candidate is expected to maintain excellent relationships with athletes, parents and members of the community, while also serving as a role model at all times.

**LICENSES, REGISTRATIONS**

Must have a current and valid Illinois driver's license; safe driving record; and proof of insurance.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is required to stand; walk; run; use hands to finger, handle, or feel; reach with hands and arms; push/pull; bend; twist; kneel; crouch; talk, hear, or see; and balance. The employee sits while performing specific tasks related to the completion of a job. Specific vision abilities required by this job include close vision, distance vision, color vision and depth perception. Ability to lift or carry up to but not limited to 25 pounds.

**ADDITIONAL NOTES**

**Formal application, rating of education and experience, oral interview, and reference/background check may be required. Duties listed are intended only as examples of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.**

**Reasonable accommodations, if necessary, will be provided for the employee to perform the required job with adequate strength, dexterity, coordination, visual acuity and hearing in a manner that does not pose a direct threat to the health and safety of the employee or others in the workplace nor cause the Tolono Park District undue expense or hardship.**

**This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.**