

Tolono Park District

Developed 2023

PO Box 228, Tolono, IL 61880-0228

Job Title:	Soccer Coordinator	Location:	Multiple Locations
Travel Required:	Yes	Salary:	TBD
Position Type:	Part-Time, At-Will	Supervisor:	Program Director
Date Posted:	10/10/2023	Posting Expires:	11/3/2023
Residence Requirement:	None	External Posting:	www.tolonoparks.org

Applications Accepted By:

EMAIL:

info@tolonoparkdistrict.org
Subject Line: Baseball/Softball Coordinator

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 Soccer Coordinator. This will be a part-time, at-will position requiring an average of 8-10 hours per week from November-May and August-October.

ROLE AND RESPONSIBILITIES

- Assist in developing a philosophy to guide the program at all levels. This philosophy will be used while making decisions on what is best for the future of the program and the development of the children and young adults participating the program.
- Create, implement and advance a Spring season for the better development of our athletes.
- Teaching fundamentals and mechanics to prospective coaches so they can better assist their players, also help develop effective practice sessions.
- Evaluate players at the beginning of each season to assist with team placement.
- Run practices for all players during the initial part of the season to build a strong fundamental base in our players.
- Work with the Program Director to establish league rules, athlete and parent conduct, complaint resolution, etc.
- Assist the Program Director with scheduling games, managing equipment.
- Inform Program Director of equipment or improvements needed to better the sports program.
- Other duties as assigned.

KNOWLEDGE, SKILLS & ABILITIES

- A strong working knowledge of the games.
- An understanding of both throwing and batting mechanics.
- Strong verbal communication skills.
- Prior coaching/instructor experience.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

High school diploma or general education degree (GED) required. One-three years of coaching/instructor experience.

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.