



JOB POSTING

September 27, 2017

The City of Country Club Hills is now accepting applications for the following **Part-Time** vacancies.

ATHLETIC PROGRAM COORDINATOR

Minimum Qualifications:

Education/Experience/Training

- High School Diploma or equivalent (GED)
- Experience in recreational program planning, development and management

Skills/Abilities:

- Ability to implement, maintain and evaluate a program
- Ability to communicate verbally and in written form
- Ability to create methods to recruit and market sports programs
- Knowledge of a variety of sport rules/regulations
- Knowledge of Microsoft Office products (Word, Excel, PowerPoint)

Essential Duties/Responsibilities:

- Assist in the development, implementation, coordination and promotion of CRC athletic leagues and programs (i.e., basketball, baseball, etc.)
- Assist in the recruitment of volunteer coaches
- Establish teams/team rosters for sport leagues
- Create and order team uniforms for the sports leagues
- Maintain inventory of athletic equipment and supplies
- Provide program, event and facility information to residents
- Assists in the marketing of Park programs (i.e., design flyers, brochures, etc.)
- Duties as assigned

APPLICATION DEADLINE IS October 13, 2017

If you are interested, please submit a completed application to Deborah M. McIlvain, City Clerk, City of Country Club Hills, 4200 W. 183rd Street, Country Club Hills, IL 60478. **EOE M/F/D/V/SO**