



NOW HIRING: Athletic Administrator (part-time)

JOB SUMMARY: The Athletic Administrator is a responsible, outgoing, and organized person who handles the coordination, implementation, and administration of athletic programs, activities, and events. Responsibilities include, but are not limited to, monitoring inventory of athletic supplies and equipment, coordinating field availability, assisting with volunteer coach meetings for both youth and adult athletic leagues, implementing sports camps, monitoring staff and scheduling. Flexible hours are required and include evenings, weekends, and some holidays.

LOCATION: Tony Bettenhausen Recreation Center, 8125 W. 171st St, Tinley Park

QUALIFICATIONS: This candidate is energetic with a passion for sports and an Associate's Degree in Recreation or an equivalent combination of education and/or experience. This outgoing individual should be able to communicate effectively with adults as well as children of all ages, while also having the ability to work without supervision. Current CPR certification or the ability to gain CPR certification is required.

INCENTIVES: This is a year-round, part-time position with flexible hours ranging from 15-20 hours per week. Pay rate begins \$14.00 per hour and qualifies for a complementary membership to the Fitness Center, Recreation Center, Water Park and Dog Park.

ABOUT US: The Tinley Park-Park District is an award-winning public agency that provides its 55,000 residents with a wide variety of recreation facilities, programs, events, parks, and open spaces. The Park District maintains over 40 parks, 33 ball fields, and several facilities, which include the Tony Bettenhausen Recreation Center, Tinley Fitness, White Water Canyon Water Park, Canine Campus Dog Park, Tinley Junction Miniature Golf & Batting Cages, Vogt Visual Arts Center, and the Tinley Park Performing Arts Center.

CLOSING DATE: Position is open until filled.

<https://www.tinleyparkdistrict.org/employment-opportunities/>

