



BERWYN PARK DISTRICT JOB DESCRIPTION

Athletics Assistant I Part-Time Seasonal Position

Qualifications:

Minimum one year of Athletics experience with youth: coaching, supervision, training, and/or referee.

Minimum one year of athletic field supervision of youth programs/league.

Knowledge of soccer, baseball, softball, sports training and a variety of other sports/activities.

Experience as a coach or trainer in other sports is preferred, but not required.

Proficiency in both English and Spanish is desirable, but not required.

Certification in nationally recognized CPR and Safety instruction (Can be obtained through the BPD)

Must pass a criminal background check and possess a valid class D Drivers License.

Immediate Supervisor:

The Athletics Assistant I is under the direction of the Athletics Manager and the Superintendent of Recreation.

Essential Functions:

1. Present a positive attitude and promotes a favorable image for the Berwyn Park District at all times.
2. Effectively maintain timeliness of coaches and referees on both practice and game days.
3. Assist Athletics Assistant II with providing coaches and referees with proper equipment and updates in a timely manner.
4. Learn and understand the league rules and expected behavior of self, players and parents.
5. Assists Athletics Assistants II and Athletics and Recreation manager with setting up/preparing athletic field for practice/games, as well as remove equipment at the end of each practice/game.
6. Assists Athletics Assistant II with overseeing practice and games, including subbing for a coach or absent referee during practices/games
7. Establish and maintain standards of player and parent behavior needed to achieve effective participation.
8. Foster open communication with parents through on-site availability as a liaison for the park district.
9. Maintain regular weekly communication with immediate supervisor and keep him/her up to date on all activities, issues, equipment and financial matters.
10. Must be in compliance with the loss prevention and safety policies of the Park District.
11. Perform other duties as assigned.



Marginal Functions:

1. Promote athletics registration through distribution of promotional material and word-of-mouth marketing.
2. Keep the facilities clean and all equipment in proper working order.
3. Be aware of league rules and regulations and make sure coaches, referees and umpires abide by them.
4. Assists Athletics Assistant II with regularly inventory supplies and make recommendations on orders to Athletics and Recreation Manager.
5. Perform other program-related duties as assigned by the Athletics Manager.
6. Assist or serve as an instructor/staff for other recreation and athletics programs when scheduled.

Psychological Considerations:

The Athletics Assistant I may feel added pressure from being responsible for the entire program and children enrolled.

Physiological Considerations:

Must be able to bend, stoop, lift items weighing up to 50 pounds, turn, sit and stand for short or extended periods of time.

Environmental Considerations:

May be exposed to elements during outdoor activities; including extreme heat and cold, snow, rain, ice, day and night conditions, and high levels of pollen. He/she is exposed to varying levels of humidity, temperature, and light when working indoors.

Cognitive Considerations:

Must be able to plan, administer, and evaluate the operation of the youth and adult leagues. Must possess the ability to convey information to others in a clear, concise manner.

Schedule and Hours Required:

This is a part-time, seasonal position for the Spring and Fall Seasons.

Required Minimum of 15 hours with a maximum of 30 hours per week.

Leagues are typically scheduled year-round with occasional gaps

Season lengths: January – June and August – October (seasons may be extended due to cancellations).

Must be available to work the following schedule:

Indoor Soccer – January – February; Wednesdays 5:00pm – 9:00pm and Saturdays 7:30am – 1:30pm

Spring Youth Soccer – April – June; Wednesdays 5:00pm – 9:00pm and Saturdays 7:30am – 1:30pm

Spring Adult Soccer – May – June; Sundays 4:00pm – 9:00pm

Summer Adult Kickball – May – June; Thursdays 8:00pm – 10:00pm

Fall Youth Soccer – August – October; Wednesdays 5:00pm – 9:00pm and Saturdays 7:30am – 1:30pm



Fall Girls Softball – August – October; Tuesdays 5:30pm – 8:30pm and Saturdays 7:30am – 1:30pm

Fall Baseball – August – October; Mondays 5:00pm – 9:00pm and Thursdays 5:00pm – 9:00pm

Additional hours may include day or night shifts for program or other athletic duties assigned. These hours will be agreed upon by the Athletics Manager.

Hourly Range:

Starting: \$13.00 per hour

The Berwyn Park District is an equal opportunity employer. Interested applicants must fill out an employment application and provide a cover letter and resume. You can submit your application online by emailing it to Martha Houston (mhouston@berwynparks.org) or in person at Proksa Park Activity Center during normal business hours.