

POSITION TITLE: The City of Portage Parks and Recreation -Sports Director

SUPERVISOR: Parks and Recreation Superintendent

CLASSIFICATION: Exempt

SALARY: \$50,000- \$55,000 Annually

POSITION SUMMARY: Manage all athletic crew, programs, fields, and facilities.

REQUIREMENTS:

- Bachelor's degree in sports management or commensurate experience.
- Three- five years of related experience in athletic facility management.
- Knowledge of recreation management programs including RecPro and TeamSideline.
- Must be able to work evenings and weekends.
- CPR trained or willing to be within 6 months.

POSITION RESPONSIBILITIES:

- Responsible for the maintenance of softball fields, soccer fields and baseball fields along with corresponding athletic facilities (concession stands and restrooms.)
- Oversee a variety of youth and adult leagues, classes, and programs.
- Keep program records for the purpose of evaluating the success of athletic programs, creates reports, attendance records, accident and incident reports, and participant evaluations.
- Create new leagues, classes, and programs.
- Ensure all requests for field rentals are responded to in a timely fashion.
- Confirm all contracts and payments are received for scheduled field rentals.
- Keep track of onsite inventory of all supplies used in maintaining the athletic facilities and order as needed.
- Arrange for equipment maintenance, repairs and purchasing with the approval of the superintendent.
- Assists the superintendent in the supervision of full-time, part-time, and seasonal field crew and contracted workers such as league directors, referees, umpires. Supervisor duties included hire, train, schedule, provide direction, evaluate and discipline as needed.
- Performs other duties as assigned by superintendent.

SCHEDULE: This is a full-time position and hours of work and days are generally 8:00 a.m. to 4:00 p.m. Monday through Friday unless weekend athletic events are scheduled. During seasonal operations, hours and days may be anywhere from 7:00 a.m. to 11:00 p.m. Monday through Sunday. Additionally, the employee may be required to work flexible hours, extended shifts, and holidays.

BENEFITS City of Portage benefit package and personnel manual will be discussed in detail during the employee orientation with the payroll clerk. Specific questions may be answered in advance if needed. Benefits include such items as MOE health insurance, public employee retirement fund (PERF), and life insurance. The city also offers FLEX spending account and 401K opportunities with Valis and Nationwide. A waiting period may apply for some benefits.

APPLICATIONS: Applications are online or at the parks department office located at 2100 Willowcreek Road, Portage, IN 46368 or Parks@Portage-IN.com. Applications and resumes are accepted until August 1, 2023.