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## JOB POSTING

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### **Position: Athletic Manager (full time)**

Hiring Range: \$45,000-\$55,000

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#### Summary:

The Athletic Manager is responsible for the planning, operation, organization and evaluation of programs with the Hoffman Estates Park District including, but not limited to, youth, adult athletics, contractual services/classes, camps and special events. The Athletic Manager is also responsible for coordinating athletic facility and field rentals with external organizations.

#### Location:

Triphahn Center - 1685 W. Higgins Rd Hoffman Estates, IL

#### Days/Hours of Work:

Monday-Friday 8:30am-5:00pm with flexed evening and weekend hours as needed.

#### Experience and Education:

##### Experience

1. A minimum of 2 years of programming experience is preferred.

##### Education

1. Associate's Degree required.
2. Bachelor's Degree preferred in Recreation, Park, or Leisure Services.

**Interested applicants should complete an Online Employee Interest Form & email resume to:**

Steve Dietz, Superintendent of Recreation [sdietz@heparks.org](mailto:sdietz@heparks.org).

Open until filled.

The District is an Equal Opportunity Employer