

Sports, Leisure & Facilities Manager

The City of Highland seeks qualified applicants for the position of Sports, Leisure & Facilities Manager. Responsibilities include the management of all City of Highland Parks & Recreation Dept. youth sports and athletic programs including but not limited to HYBSL, Soccer, Basketball, Volleyball and other special events. Position also manages the Weinheimer Community Center and the Fitness Dept. at the Korte Recreation Center. Essential duties and responsibilities include promoting and scheduling of all sporting events; recruitment of volunteer coaches; scheduling of staff; website maintenance; brochure development; community center/fitness area management; special events planning, and budgeting.

Qualifications include a Bachelor's Degree in a related field, as well as a minimum of two years related work and supervisory experience. Candidates must be knowledgeable of rules relating to youth sports, health trends and fitness equipment. Excellent communication and interpersonal skills are required. Proficiency in MS Office and experience in website development/maintenance is a must. Candidates must also be able to work a flexible schedule including evenings and weekends. Residency within the Highland City Limits is required within 6 months of completing the probationary period.

If you meet the qualifications outlined above please submit a resume and/or application no later than 9/27/2013 to: City of Highland, Attn: Director of HR, P.O. Box 218, Highland, IL. 62249. A complete job description can be requested by contacting lschoeck@highlandil.gov. EOE