

# ATHLETIC PROGRAM AIDE-I



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| <b>Job Status</b> | Part-Time         |
| <b>Department</b> | Athletics         |
| <b>Hours</b>      | Evenings/Weekends |
| <b>Salary</b>     | \$12-13           |

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## **Narrative / Position Description:**

- The Athletic Program Aide I is responsible for assisting the full-time staff with operations of department programs.

## **Background & Qualifications:**

- Experience playing or keeping score for a variety of sports
- Assisting with set up of game day operations for any sport

## **Immediate Supervisor:**

Assistant Athletic Director

## **Essential Functions:**

- Perform job tasks in a safe manner and has a working knowledge of all general and departmental-specific safety rules.
- Keep accurate records of game results.
- Responsible for game supplies and equipment.
- Responsible for preparing courts, fields, and ball diamonds during assigned shifts.
- Assist lead instructors with coaching and supervising of participants during academies.
- Practice customer service at all times.
- Always practice proper attire and employee identification.
- Responsible for all accident/incident reports, referee statements, attendance sheets and all other forms related to program.

## **Marginal Functions:**

- Assist with program preparations as assigned by Athletic Director.
- Assist in maintaining order and cleanliness in the gym/facility during entire shift.

## **Psychological Considerations:**

- Ability to interpret Park District policy and operating procedures to staff and public, and to maintain satisfactory working relationships with community groups and organizations.
- Must be able to respond to difficult situations quickly, with good judgement and accuracy.

## **Cognitive Considerations:**

- The Athletic Program Aide I must exhibit good problem-solving ability and good judgement in keeping with the mission of the Park District.

**HOW TO APPLY** Interested applicants can fill out an application [HERE](#), via our Google Form.

**Questions?** Email Jamie Teichmann, Assistant Athletic Director at [jteichmann@niles-parks.org](mailto:jteichmann@niles-parks.org)