

ATHLETIC PROGRAM AIDE-I



Job Status	Part-Time
Department	Athletics
Hours	Evenings/Weekends
Salary	\$13

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 apply [here](#), via our Google Form.

Questions? Email Jamie Teichmann @ jteichmann@niles-parks.org.