

Sports Coordinator, RIC Wirtz Sports Program

Tracking Code

34817

Job Description

General Summary

The Sports Coordinator is responsible for the program organization and implementation of the RIC Sports Program, promoting good health, fitness, and well-being among individuals with disability, and promoting awareness of sports programs for people with disabilities within the community.

The Sports Coordinator consistently demonstrates support of the RIC statement of Mission and Philosophy by striving for excellence, contributing to the team efforts and showing respect and compassion for patients and their families, fellow employees, and all others with whom there is contact at or in the interest of the institute.

The Sports Coordinator demonstrates RIC Core Attributes: Communication, Accountability, Flexibility/Adaptability, Judgment/Problem Solving, Customer Service and RIC Values (Hope, Compassion, Discovery, Collaboration, & Commitment to Excellence) while fulfilling job duties.

Principal Responsibilities

1. Facilitates and directs all administrative aspects of adaptive competitive and recreational sports programs including youth and adult sports programs, Military Sports Camp, Sports and Fitness special events, Caring for Kids program, and Paralympic Services programs.
2. Participates in developing and oversees budget and all expenses related to assigned programs and all Sports Programs in general.
3. Recruits and coordinates participants for youth and adult adaptive sports programs, Military Sports Camp for injured service men and women, Sports and Fitness special events, Caring for Kids program, and Paralympic Services programs.
4. Recruits, trains and supervises interns, program coaches and volunteers within all sports program.
5. Educates, promotes and recruits patients, other potential participants and volunteers for Sports and Fitness Programs from all sites of care within the RIC system.
6. Develops and implements Paralympic Services programs as directed by Paralympic Sport Club agreement. Develops training methods and instructs physical education teachers, Therapeutic Recreation professionals and other individuals on coaching and training techniques.
7. Coordinates and builds working relationships with community partners; the Chicago Public Schools, Mayor's Office for People with Disabilities, Chicago Park District, Special Recreation Association's, Access Living, hospitals and other community and professional contacts to recruit new participants and volunteers.
8. Completes on-time all assigned tasks and projects as outlined within the community grant agreements between RIC and its partners, such as the USOC, World Sport Chicago, Cubs Care, Wounded Heroes Foundation and others as indicated.
9. Participates with RIC Advancement in researching new funding options and maintaining existing relationships with present donors.
10. Collects detailed records, program statistics and produces reports with respect to volunteers and participant attendance for assigned programs.
11. Writes reports and articles, and produces program marketing materials routinely and as needed.
12. Maintains current information on Sports Programs for the website and newsletters.

13. Maintains sports equipment inventory, including purchasing and maintenance of equipment.
14. Transports participants and sports equipment to and from events including the ability to drive vans, busses and operate vehicles that pull a trailer.
15. Develops education and marketing materials including video, photo and Power Point presentations for Sports Programs.
16. Conducts presentations and demonstrations at relevant conferences and seminars for recruitment and community outreach.
17. Coordinates procedures for program record keeping, retrieval and reporting.
18. Other Duties as assigned.

Reporting Relationships

1. Reports directly to the Manager of Sports and Recreation

Knowledge, Skills & Abilities Required

1. Bachelor's degree required in therapeutic recreation, sports management, occupational therapy, physical therapy, health care administration, public health or related area.
2. Certification as Therapeutic Recreation Specialist highly desirable.
3. Requires knowledge of the administrative needs of an adapted sports program for people with physical disabilities, including two or more years of experience in this area.
4. Ability to work independently as well as collaboratively with others, including Sports Coordinators, Specialist and community partners.
5. Strong interpersonal, written and verbal communication skills necessary to interact with internal and external customers.
6. Ability to read, analyze and interpret data in order to effectively present information and respond to questions from groups of internal and external customers.
7. Advanced organizational skills necessary to efficiently prioritize and complete a variety of tasks and provide leadership.
8. Ability to exercise independent judgment in assigned area of responsibility.
9. Self-directed and motivated, able to prioritize goals and tasks, exercise efficient time management
10. Ability to lift at least 25 pounds.
11. Current driver's license

Working Conditions

1. Normal office and community sports environment with occasional exposure to dust and extreme temperatures, and hazards such as muscle injury and bruises.
2. Evening and weekend hours as required.
3. Travel required as necessary.

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Job Location

chicago, Illinois, United States

Position Type

Full-Time/Regular

Job Type

Regular

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