



DIRECTOR OF ATHLETIC FACILITIES & TOURNAMENTS

Location: Hutchinson, Kansas // Hutchinson Recreation Commission

Status: Regular full-time, 40 hrs/week with medical and leave benefits

Starting Salary Range: \$48,500-\$55,000 annually, DOQ

Reports to: Executive Director, Hutchinson Recreation Commission

The Hutchinson Recreation Commission (HRC) is in search of a professional that embraces collaboration, innovation, and continuous process improvement to be part of our leadership team as Director of Athletic Facilities & Tournaments.

JOB SUMMARY: Leads HRC's efforts to position Hutchinson as a regional and national destination for youth and adult sports tournaments and events. Responsible for the day-to-day program and concession operations of athletic facilities including Fun Valley Sports Complex, historic Hobart Detter Field, Community Gyms at Hutchinson Sports Arena and three city ball-field complexes. Maintains positive relationships with regional and national sports associations.

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Develops and manages more than 35 sports tournaments annually, including: baseball, fastpitch softball, volleyball, basketball, and pickle ball.
- Recruits regional and national sports teams (youth/adult) to participate in tournaments.
- Hires, develops, and supervises tournament and concession staff at all division facilities.
- Utilizes agency scheduling software to efficiently schedule fields, gyms, and division facilities.
- Coordinates, organizes, and directs adult sport programs.
- As assigned, performs various duties in relation to athletic/recreation programs, including planning, scheduling, supervising, and evaluating.

JOB REQUIREMENTS: Bachelor's degree in Sport Management with minimum of five (5) years of related experience and/or training. Considerable knowledge and demonstrated experience in sports, tournaments, facility management, public relations, and budgeting. Strong communication, organization, and time-management skills. Ability to work independently and at multiple facilities. Ability to work flexible hours - including evenings and weekends for tournaments and events - is required. Position open until filled.

Please send cover letter and resume to:

Hutchinson Recreation Commission
Attn: Director of Athletic Facilities & Tournaments
17 E. 1st Ave
Hutchinson, KS 67501

