



Aquatic & Fitness Facility Manager

Roselle Park District

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Closing Date:
Salary: \$48,000 - \$55,000 DOQ

Description:

SUMMARY

The Aquatics & Fitness Facility Manager will manage the operations of the Roselle Park District Fitness Center, Fitness Classes, and the Kemmerling Aquatic facility. The Manager will also oversee our Adult Interest programs, 4 Paws Dog Park, and Garden Club. The manager is also responsible for planning and overseeing position related special events. The Manager assures that the highest quality of lifeguard services is provided at the Kemmerling Pool facility and oversees all safety aspects of the facilities. The Manager will hold a position on the District safety committee. The position determines all staffing levels for areas (fitness and aquatics) and is responsible to train and onboard staff according to job needs. The Facility Manager will supervise, maintain, and coordinate their departments budget, and brochure content. This position will need to explore creative ways to ensure increased revenues for responsible departments and oversight of all department expenses. The manager will have high visibility to the community and will need to possess excellent oral and written communication skills, along with a strong ambition to create the highest levels of customer service. Finally, this position will act as the District Wellness Coordinator and serve as the primary liaison to the Park District Management Association (PDRMA).

QUALIFICATIONS & SKILLS

A minimum of a bachelor's degree from an accredited college or university in Park and Recreation or a related field.

Three years of full-time experience supervising staff or equivalent combination of school and work experience.

Should be versed in lifeguard certification programs such as StarGuard Lifeguard, Ellis, or Red Cross. APO or CPO certification preferred.

Working knowledge of principles and practices of recreation and aquatic program development and administration.

Certified Park and Recreation Professional (CPRP) preferred.

Knowledge of budget and fiscal accountability.

Knowledge of principles and practices of employee supervision, training, and performance

evaluations.

Must possess good written and oral communication skills.

Ability to identify and interpret community needs, demographics, economic structure, and interests to develop programs to meet these needs.

Ability to solve practical problems and deal with a variety of variables in situations where only limited standards exist.

CPR/First Aid certification, preferred.

Valid IL driver's license required.

Demonstrated ability to work independently.

Will be required to work unusual hours, weekends, holidays and serve in an on-call status.

Principles and practices of recreation risk management and loss prevention.

Computer operation, including Microsoft Office software.

ESSENTIAL JOB FUNCTIONS

Essential duties and responsibilities may include, but are not limited to, any combination of the following tasks:

Supervise daily pool operations and aquatic programs including but not limited to Roselle Racers Swim Team, swim lessons, and aquatic fitness classes.

Attend all DuPage Swim and Dive board meetings and keeps District staff informed of meeting content.

Ensure the aquatic facility and equipment is clean, safe, and in compliance with public health standards, local codes, and guest expectations.

Oversee pool chemistry readings and ensures staff takes the appropriate measures to keep the pool water balanced.

Maintains Fitness Equipment Replacement Plan and orders fitness equipment as needed.

Schedule quarterly maintenance of fitness equipment and reviews recommendations and repairs as needed.

Research current fitness trends and makes recommendations to keep current.

Service all user demographics to meet various standards.

Ensure Fitness Center is always clean and safe.

Hire and supervise pool staff consisting of approximately 50 employees including pool managers, lifeguards, admissions attendants, and programming staff

Train and certify seasonal lifeguards in CPR, first aid, and water rescue skills.

Oversee staff including fitness desk attendant, fitness class instructors, personal trainers, etc.

Evaluate staffing needs and adjust within the department to ensure programs operate efficiently and create an environment for success.

Assist with recruitment and hiring of staff.

Approve and oversee bi-weekly payroll of assigned employees.

Issue written and oral instruction, assign duties, and examines work for exactness, neatness, and conformance to policies and procedures.

Prepare annual job performance evaluations for all assigned staff.

Act on employee performance related issues in a timely and effective manner.

Onboard, train, and supervise all assigned part-time staff members and volunteers on job responsibilities including but not limited to emergency response plans, safety procedures, and cash handling policies.

Maintain manuals and training documents.

Create, plan, and implement all department related programs and events.

Evaluate department programs and facilities through review of participant evaluations and public comment.

Prepare accurate and appropriate program and facility information for seasonal brochures and other public information.

Assist in marketing and promotions of all related program areas.

Handle customer service inquiries and related problems.

Prepare and monitor the annual budget for all applicable areas of responsibility.

Responsible for district wide wellness programs and resources. Attend PDRMA wellness meetings.

Attend training sessions as identified by the Superintendent of Recreation.

Perform related duties as assigned.