



Aquatics and Ice Rink Manager

Village of Orland Park

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Closing Date:

Salary: \$75,333

Description:

The Aquatics and Ice Rink Manager is an essential full-time position which works scheduled shifts as a part of a Manager-on-Duty rotation at the Centennial Park Aquatic Center. The Manager will plan and coordinate services and programs for the Centennial Park Aquatic Center (CPAC), the Village's Ice Rink and will oversee the department's building operational and staffing functions for the Franklin Loebe Center and Cultural Center.

ESSENTIAL JOB FUNCTIONS

- Initiates, coordinates and conducts management team and lifeguard interviews. Recommends hires, promotions, discipline, and terminations.
- Leads and participates in all staff training, scheduling and evaluations.
- Devises lifeguard and management staff schedules.
- In collaboration with leadership team staff, formulates CPAC squads and teams.
- Effectively attends to and resolves all staff disciplinary matters.
- Formulates, leads and participates in all pre-season lifeguard and management training, certification and recertification efforts.
- Creates the pre-season lifeguard training calendar for lifeguards and management staff. Secures facilities and equipment for training.
- Researches and arranges for Starguard Elite pre-season training and certification opportunities for management staff.
- Coordinates and oversees management staff and lifeguard certification with Starguard Elite. Maintains and submits all records related to certification.
- Ensures yearly Starguard Elite audits are planned for each season. Debriefs with SAI and CPAC staff after each audit.
- Acts as the liaison with Starguard Elite to communicate concerns and issues related to training protocols, audits and critical incidents.
- With Assistant Managers, develops weekly in-service training agenda. Leads at least one in-service session per week during the season.

- Determines the method and frequency of Vigilance Awareness Training (VAT) drills in coordination with the management staff.

Facilities Oversight

- Makes regular inspections of CPAC/Ice Rink including all features, furnishings, grounds and equipment to ensure that conditions are safe, secure and sanitary. Places work-orders to remediate facility insufficiencies; ensures work-orders are done in a timely fashion. Maintains a professional demeanor at all times.
- Participates in the planning and maintenance of CPAC and Ice Rink improvements. Makes recommendations for future enhancements and improvements for CPAC and Ice Rink.
- Leads and delegates all off-season work and supervises its completion along with pre-season maintenance (the opening of CPAC/ice rink) and the post-season maintenance (the closing of CPAC/ice rink).

Budgeting/Ordering of Supplies

- Research and purchase all lifeguard uniforms, lifesaving equipment, 1st aid, LTS, custodial and event supplies, along with facility supplies.
- Research and purchase supplies and equipment for Ice Rink operations including skates, laces, skate aids, first-aid and custodial supplies.
- Conducts research, reviews reports and makes recommendations regarding budgetary needs for CPAC/Ice Rink facilities and programming. Makes budget recommendations to ensure all staffing levels, certifications, equipment, training, repairs, supplies are planned for each in each budget cycle.

Programming

- Learn- to-Swim (LTS) Program - Develop/refine the curriculum, oversees and maintains records for LTS program. Hire, train and schedule all Learn-to-Swim staff; lead LTS parent meetings, lead and assign staff for 1st day welcome; assign students to instructors; oversee swim tests and make level adjustments as needed; communicate regularly with parents; ensure staff is attentive and teaching in accordance with the curriculum.

Marketing

- Initiates requests for marketing and promotional materials for CPAC and Ice Rink daily admission, CPAC Membership, CPAC and Ice Rink programs and special events. This includes but is not limited to assisting with brochure preparation, writing program descriptions, proofing text and lay outs, overseeing the development of flyers, posters, etc.
- Contributes to the production of the seasonal program brochure and other Village and Department publications.

Risk Management

- Reviews and amends the CPAC's Emergency Action Plan (EAP) on an annual basis. Educate and ensure all staff work within the protocol of the EAP.
- Investigates and documents accidents/incidents and prepares appropriate staff to do the same. Informs the Director of Recreation & Parks, or his/her designee, on all 911-related emergencies, late openings, early closings, staff injuries and difficult customer situations.
- Participate in and support village and department functions/initiatives.
- Other duties as assigned.