



## **Aquatics Supervisor Full-Time**

Mundelein Park & Recreation Dist.

**Contact Name:** Nina Bye

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**Contact Phone:**

**Closing Date:**

**Salary:** \$46,000.00 - \$57,500.00, DOQ

### **Description:**

Aquatics Supervisor

Position Type: Full-Time-Exempt Start Date: ASAP

Starting Salary: \$46,000.00 - \$57,500.00, DOQ

Benefits: IMRF Pension, Health Benefits, Group Life Insurance, PTO and District Discounts

### Summary

The Recreation Supervisor is responsible for the daily management of the indoor aquatic facility. This position also assists with the management of the outdoor aquatic facilities, as directed. This position will also be responsible for enforcing the policies and procedures pertinent to members of the Health and Fitness Center. The Recreation Supervisor will be in charge of running the indoor pool facility and all assigned areas of the outdoor aquatic facilities in a safe and customer friendly manner, assuring that the facility is clean and adheres to the standards set forth by the Illinois Department of Public Health. The Recreation Supervisor is also responsible for coordinating the Park District's learn to swim program and coordinating pool rentals and lifeguard personnel for pool parties. The position requires a variety of hours, including nights, days, weekends, and holidays.

### Qualifications - Education, Experience and Training

B.A. or B.S. in Recreation Administration, physical education, exercise science or related field is preferred. Minimum of one year of experience in the field is required. Minimum of three years of experience in the field is preferred. Certification in StarGuard Lifeguarding and StarFish Aquatics Institute Swim Instructor is required within six months of employment. Must possess certifications in First Aid and CPR/AED within 90 days of employment. CPO/AFO certification is preferred. Candidate must also possess a valid Illinois class "D" driver's license.

### Essential Functions

Promote, schedule, manage, and supervise the Park District's indoor pool facility; including lap swim, aquatic programs, and facility rentals.

Develop, coordinate, promote, evaluate, market and supervise a comprehensive learn to swim program.

Assist with promotion, scheduling, management, and supervision of the outdoor aquatic facilities, as

directed.

Maintain needed certifications for job requirements - StarGuard Lifeguarding and StarFish Aquatics Institute Swim Instructor.

Maintain aquatic lifeguarding staff in test-ready shape regarding lifesaving skills and emergency procedures.

Keep accurate and complete records in compliance with accepted industry standards and requirements for an aquatic facility.

Work with aquatic maintenance staff to ensure the proper maintenance and repair of the indoor pool and amenities.

Order supplies and chemicals as needed. Maintain inventory according to manufacturer's recommendations.

Make recommendations to the Aquatics Manager regarding equipment, facility, rules, procedures, and supplies.

Monitor aquatic operations on a daily basis and respond to any problems that may arise.

Communicate with Community Center Operations Manager on all matters relating to the community center operation and fitness center membership.

Define personnel and staffing requirements, develop plan to recruit, hire, train, schedule and evaluate seasonal and part time staff to include contract employment and volunteers for assigned recreational programs and facilities.

Prepares seasonal brochure information and creates publicity materials in cooperation with the marketing department.

Work with marketing staff on the creation of annual marketing plans for areas of responsibility. Ensure the timely marketing of programs and events from a strategic perspective, including production of flyers, brochures, press releases, social media posts and other promotional materials.

Prepare the annual budget for program areas, monitor revenue and expenses, make purchases, and provide recommendations to supervisor on rate and policy changes.

Develop long range recommendations for capital expenses.

Order, purchase and coordinate assigned program supplies and equipment.

Prepare monthly board report.

Continuously seek ways to improve and deliver quality services to both external and internal customers.

Makes recommendations for changes and improvements to programs, and facilities as required to meet the public demand.

Deliver quality customer service both internally and externally.

Quickly and diplomatically attend to questions, suggestions, and/or complaints received from the public and staff.

Provide accurate information to patrons in person, via telephone, and electronically and be available to troubleshoot any issues, as needed.

Adapt recreation programs to meet the needs of individuals in accordance with the Americans with Disabilities Act.

Monitor records of monies received, participation figures, and expenditures within assigned responsibility areas.

Participate in professional committees, conferences, workshops and classes to improve job

knowledge and management skills.

Work with community organizations, businesses, and other governmental bodies to promote, implement, and improve programs and services.

Develop, schedule and implement an annual calendar of in-service trainings. Ensure staff attendance. Produce and update training manuals for staff.

Train and practice with staff the medical emergency, evacuation and disaster plan so as to be prepared for any and all emergencies.

Ensures staff schedules are prepared for areas of responsibility.

Process payroll.

Perform other related duties as assigned.

For more information, or to apply now, you must go to the website below. Please DO NOT email your resume to us as we only accept applications through our website.

<https://mundeleinparks.workbrightats.com/jobs/732463-224510.html>