



## **Program & Aquatic Manager**

Park District of Franklin Park

**Contact Name:** Maria Laskowski

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**Closing Date:**

**Salary:** \$45,000-\$55,000

### **Description:**

**Job Summary:** The Program / Aquatic Manager is responsible for the operation, organization, and evaluation of facilities and programs within the Park District of Franklin Park including, but not limited to Pool on Pacific, Mannheim Aquatics, Youth Dance and Special Events.

**Education and Experience:** Bachelor's degree required in Recreation, Park, or Leisure Service Administration or related field. Experience in a public recreation services agency preferred. Related experience and basic understanding in Aquatics and related programs preferred. He or she will be hiring, training and supervising paid and volunteer recreation personnel in program activities by performing the following duties as listed further below

**Essential Functions and Responsibilities:** A. General Administration 1. Preparation and implementation of specific facility and program budgets within adopted guidelines. 2. Research, analysis, review, recommendation, and interpretation of facility and program fees and appropriate policies. 3. Monitor and review appropriate financial reports. 4. Develop and implement goals and objectives program for assigned areas of responsibility. 5. Purchase and maintain inventory of supplies and merchandise as required and within adopted guidelines. 6. Attend professional educational training and remain informed on current trends and issues in related responsibilities. 7. Service on various Park District and Department committees. 8. Preparation and presentation of written and verbal reports as assigned. 9. Serve as certified trainer for the Park District lifeguard staff.

B. Personnel Management 1. Supervision, recruitment, selection, hiring, training, evaluation and dismissal of staff according to adopted policies of the following: Pool on Pacific, Mannheim Aquatics, Dance programs and Special Events. 2. Organize or conduct appropriate safety training for staff. 3. Conduct appropriate customer service training for staff. 4. Establish personnel quality control systems for ensuring customer satisfaction. 5. Maintain accurate payroll and personnel records.

C. Planning 1. Evaluate customer/community interests and assess needs; make recommendations on facilities/programs. 2. Plan and implement capital repairs and improvements for facilities according to adopted guidelines. 3. Submit appropriate facility and program reports as requested or as need requires. 4. Review and recommend independent contractor agreements for various areas of operation. 5. Develop and implement written cooperative agreements with related community user groups.

D. Program Management 1. Research, plan, develop, implement, and evaluate, dance, aquatic

programs as proposed and approved. 2. Prepare appropriate budget, marketing, and staffing schedules. 3. Develop new and innovative programs where need exists. 4. Review and modify existing programs to meet current and future community needs.

E. Event Management 1. Assist in organizing, coordinating, planning and implementing specific logistical elements of Park District current special events. 2. Assist in contract negotiation, purchasing supplies, staffing needs, create layouts and work orders. 3. Develop new and innovative special events where a need exists. 4. Review and modify existing special events to meet current and future community needs.

F. Facility Management 1. Provide quality operation of the Pool on Pacific. 2. Develop and maintain quality preventive maintenance programs for all assigned facilities. 3. Develop and implement marketing plans for assigned facilities. 4. Maintain effective and efficient scheduling program for assigned facilities.

G. Public Relations 1. Develop and maintain effective internal and external public relations with staff, customer, press (as needed), vendors, other agencies and the community. 2. Maintain daily written and verbal communication with customers, staff, agencies, organizations and individuals. 3. Encourage and maintain inter-departmental communications within the Park District through meetings and written correspondence. 4. Develop and maintain high standards of quality for customer service. 5. Work and attend community events as needed.

H. Marketing 1. Develop and implement effective marketing plans for facilities and programs. 2. Evaluate and revise marketing plans on a regular basis. 3. Develop appropriate user surveys for marketing purposes. 4. Prepare accurate and appropriate program/facility information for brochures and other public information.

Requirements: 1. Skill in oral and written communication. 2. Skill in supervisory techniques and management. 3. Ability to develop comprehensive swimming and dance programs for all ages. 4. Knowledge of budget and fiscal accountability. 5. Ability to problem-solve and interpret situations. 6. A valid Illinois driver's license is required. 7. Ability to identify and interpret community needs demographics, economic structure and interests in order to develop programs to meet these needs. 8. Be able to lift 20 lbs. Encourage to use mechanical or manual assistance for lifting over 20 lbs. 9. Ability to obtain and maintain Lifeguard Instructor Certification through Jeff Ellis and Associates. 10. Ability to obtain and maintain Food and Service Sanitation License through Department of Public Health. 11. Ability to obtain and maintain Certified Pool Operator (CPO) License.

Working Hours: The normal work week is designated by the employee's immediate supervisor as necessary to properly perform the position duties. The employee is considered to be on duty whenever a need exists for his/her services.

Salary & Benefits: Salary: \$40,000-\$50,000 DOQ The position includes a competitive benefits package: • Choice of Blue Cross/Blue Shield Blue Advantage HMO, PPO or HSA. The Park District pays 100% of the premium for HMO individual or family coverage. PPO coverage the employee pays 50% of the difference between the PPO and HSA PPO premium. The Park District also offers a Health Rebate Option. Employee who does not need the park district's health coverage may decline the coverage and receive an annual payment equal to 50% of the average insurance premium for eligible coverage. This amount is payable monthly and based the on the Park District's monthly renewal rate adjusted annually August 1. Employee will be allowed to decline the coverage only after providing proof of coverage under another health insurance policy. • The Park District pays 100% of the premium for Life Insurance for the employee equaling one year's salary plus \$25,000. • The employee may buy dental and vision insurance. • Illinois Municipal Retirement Fund Pension / Defined Benefit Plan (IMRF) • Short- and Long-Term Disability (IMRF) • Paid Time Off • Tuition Reimbursement • Professional Membership Dues Reimbursement • Park District Facility Discounts and Usage Benefits

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