



## **Aquatic & Fitness Facility Supervisor**

### **Itasca Park District**

**Contact Name:** Sandy Harris

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**Contact Phone:** 630-773-2257

**Closing Date:**

**Salary:** \$48,000 - \$58,000

#### **Description:**

The Itasca Park District is searching for an energetic, positive, and motivated individual to manage the Itasca Waterpark and Itasca Fitness Center and join our family of 13 full-time and 130 part-time employees has won the National Gold Medal three times in the past 20 years. We provide a positive work environment, team atmosphere, and always strive for excellence.

#### **Qualifications:**

Applicant must be 21 years or older. A bachelor degree in Park and Recreation Management or the equivalence in related experience and education is required. The individual should possess friendly and effective interpersonal, written, verbal and telephone communication skills. Individual must be familiar with Microsoft Office applications and able to learn other software packages. The individual should have the ability to plan, organize, supervise and lead recreation and educational programs and staff. The individual will be expected to be/or become a certified First Aid and CPR/AED Instructor, Ellis Instructor, and obtain a Food & Service Sanitation License, AFO or CPO certification, and have a valid Illinois class D driver's license.

#### **Essential Duties and Responsibilities:**

Responsible for all aspects of the Itasca Waterpark (summer season); including, but not limited to hiring and training staff, programs, rentals, special events, concessions, operations, maintenance, etc.

Responsible for all aspects of the Itasca Fitness Center; including, but not limited to hiring and training staff, membership retention/management, aerobics program and personal training, and creating fitness related program.

Maintain appropriate documentation of safety records, pool/fitness records, staff training, and staff certifications.

Supervise designated recreation center operations: room usage and rentals; building supervisor and custodial schedules, training, day-to-day cleaning and building set-ups; coordination of community service program, babysitting service, and building vending.

Responsible for the planning, organization and implementation of select special events and birthday parties.

Develop, implement and promote holiday special events including Polar Express, Winter events, Water Egg Hunt, H2O nights, Health Fair, etc.

Oversee operations of the gymnastics program.

Hire, train, supervise and evaluate staff.

Prepare and manage budgets.

Prepare and maintain policy and procedure manuals for areas of supervision.

A full job description and application can be found at [www.itascaparkdistrict.com/Jobs.aspx](http://www.itascaparkdistrict.com/Jobs.aspx).

Interested applicants, please email your application and resume to Sandy Harris, Superintendent of Recreation and Facilities at [sharris@itascaparkdistrict.com](mailto:sharris@itascaparkdistrict.com).