



Aquatic Manager - Full Time Exempt

Elk Grove Park District

Contact Name: Christy King

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Closing Date:

Salary: \$56,292 - \$70,000 DOQ

Description:

JOB SUMMARY

Responsible for all operational, programming, managerial and risk management processes for the District's Aquatics department.

ESSENTIAL JOB FUNCTIONS

Responsible for preparing and maintaining aquatics budgets – Pavilion Aquatics Center Operations, Pavilion Aquatics Center Programs, Rainbow Falls Waterpark Operations, and Rainbow Falls Community Center.

Responsible for meeting financial goals by monitoring expenses and facilitating revenue creation.

Supervise two FT Aquatics Supervisors to ensure safe and productive operations of the District's aquatics facilities.

Work with the Aquatics Maintenance Supervisor to ensure safe and productive operations of mechanical systems, chemical systems, and efficient operations.

Maintain supervision of facility operations and maintenance of Pavilion Aquatics Center, Rainbow Falls Waterpark, and Rainbow Falls Community Center.

In conjunction with the Aquatics Supervisors, recruit, train and certify seasonal and year round lifeguards in CPR, first aid, and water rescue skills as outlined by Ellis & Associates International Aquatic Safety & Risk Management Consultants.

In conjunction with the Aquatics Supervisors, recruit, train and certify year round swim lesson instructors.

Oversee office management of staff including hiring, terminating, assigning, supervising, and evaluating seasonal and year round personnel.

Maintain appropriate documentation of safety records, pool records, state reports, staff training, and staff certifications.

Maintain state, county, village and PDRMA requirements for the District's aquatics facilities and Community Center.

Evaluate the effectiveness of all aquatics programs and submit recommendations for fee and program

change.

Responsible for developing and maintaining employee policy and procedure manuals for the aquatics department and Rainbow Falls Community Center.

Responsible for developing and maintaining patron policy and procedure manuals for the District's aquatics facilities and Rainbow Falls Community Center.

Must work with the Rainbow Falls concessionaire to pass inspection with proper requirements.

Must work with the Rainbow Falls concessionaire for effective service to the RBF patrons.

Responsible for preparation and editing of seasonal brochures and website pages for the Aquatics Department.

Overall responsibility of payroll for the entire aquatics department, maintaining employee status forms, and ensuring all staff are performing in a professional, efficient and effective manner.

Works in a collaborative environment with the Rentals Manager on all Aquatics rentals.

Develop detailed reports and analysis and make recommendations for continuous improvements and program changes.

Develop and maintain operational procedures for security systems and emergency procedures for the District's Aquatics Department.

Provide leadership to staff to ensure communication of facility info and promotion of events.

Develop and maintain a long term comprehensive capital improvement program for the District's Aquatics Department.

Performs the job safely and in compliance with District policies, procedures, work and safety rules.

Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.

MINIMUM QUALIFICATIONS

Strong written and verbal communication skills.

Knowledge of aquatics operations.

Fairness in dealing with people.

Ability to demonstrate effective decision making and problem solving skills.

Skilled in working with computers and database programs.

Organizational ability.

Ability to supervise, organize and create aquatics programs.

Good knowledge of pertinent safety precautions.

Ability to maintain positive and effective working relationships with other employees.

EDUCATION AND EXPERIENCE

Minimum Bachelor's degree in the area of recreation or facility management or related field. 3 years full time work experience supervising staff, or equivalent combination of school and work experience, is preferred.

Ellis & Associates International Lifeguard Instructor Certification or ability to obtain certification within the first 6 months.

Valid Illinois Drivers License.

Must have AFO certification or ability to obtain certification within the first year.