



Aquatic Supervisor

Flagg-Rochelle Park District

Contact Name: Jackee Ohlinger

Contact E-mail: johlinger@rochelleparkdistrict.org

Contact Phone: (815) 562-7813

Closing Date:

Salary: \$32,000+ DOQ w/ additional \$12,000 stipend

Description:

The Flagg-Rochelle Community Park District is searching for a safety-minded individual with a passion for aquatics to fill their Aquatic Supervisor position! The Aquatic Supervisor is responsible for aquatic safety as well as acting as the liaison between lifeguards, swim team coaches, program instructors, participants and the Flagg-Rochelle Park District.

QUALIFICATIONS:

- Certified American Red Cross Lifeguarding
- Certified American Red Cross Lifeguard Instructor – NOT required year 1
- Certified Pool Operator – NOT required year 1
- Certified American Red Cross Water Safety Instructor – NOT required year 1
- Experience teaching swim lessons, supervising part-time employees, and managing special events preferred
- Candidate must demonstrate proficiency in word processing, spreadsheets, and RecTrac
- Excellent skills in planning and organizing events, activities, and programs
- Knowledge of child development
- Ability to communicate and interact effectively with children, parents, and staff
- Ability to solve problems that may arise
- Ability to enforce Park District/PDRMA rules and safety practices
- Excellent customer service skills

ESSENTIAL FUNCTIONS:

- Plan, coordinate, evaluate and maintain overall responsibility for The REC Aquatic Center & Spring Lake Pool & Splashpad
- Conduct regular staff meetings & trainings
- Maintain designated administrative records
- Oversee swim team coaches and swim lesson instructors and teach as needed

- Oversee the recruitment, hiring, training, scheduling, evaluation and supervision of various part-time recreation staff and volunteers
- Teach First Aid, CPR and lifeguard classes for certification of District Staff
- Coordinate special events/private rentals held at the Aquatic Center & Spring Lake Pool and Splashpad
- Submit publicity releases, prepare reports, purchase requisitions, payroll and salary agreements/recommendations as required
- Serve as liaison between FRCPD and PDRMA on all matters pertaining to Aquatics
- Operate within the specified budget
- Maintain a safe and orderly working environment throughout the facilities
- Clean the facilities as needed and train staff in the proper cleaning techniques to maintain
- Complete accident/incident reports, as needed
- Schedule and conduct all Lifeguarding, AED, & CPR drills and training
- Maintain AEDs
- Develop innovative instructional programs, classes and activities for swimming which will satisfy the public needs

MARGINAL FUNCTIONS:

- Substitute for Lifeguards/instructors when needed
- Teach private swim lessons as needed
- Performs other duties as assigned by supervisor
- The District encourages its employees to “take ownership” of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Staff is expected to help with the successful implementation of programs, parks and services across program areas and between departments.
- All employees will be responsible for implementing the policies and procedures that pertain to safety and health.

HOURS, WAGES, & SALARY

- The Aquatic Supervisor position has flexible work hours. This position is classified as an exempt, at will position and will be paid bi-weekly at an agreed upon salary. The salary range for this position is \$32,000+ DOQ with additional \$12,000/season at Spring Lake Pool & Splashpad (May 15-August 15).

PLEASE SEND RESUME TO:

Flagg-Rochelle Community Park District
 Attn: Executive Director, Jackee Ohlinger
 802 Jones Road
 Rochelle, IL 61068
 Or by email