



## **Swim Coordinator**

### **Springfield Park District**

**Contact Name:** Becca Mendoza

**Contact E-mail:** [rmendoza@springfieldparks.org](mailto:rmendoza@springfieldparks.org)

**Contact Phone:** 217-525-8847 1501

**Closing Date:** 2022-10-21

**Salary:** \$17.00- \$19.00/hr

#### **Description:**

Swim Coordinator

Full-Time

Springfield, IL, US

Requisition ID: 1586

Salary Range:

\$17.0000 To 19.0000 Hourly

Department: Eisenhower Pool

Position Title: Swim Coordinator

Reporting Authority: Aquatics Manager

Classification: Full Time, Non-Union

Position Schedule: Multiple shift options, days, evenings, weekends; total weekly hours vary.

Salary/Hourly: \$17-\$19 Hourly

What is the Springfield Park District?

The Springfield Park District offers a variety of educational and recreational programs, classes and events for people ranging in age from 6 months to seniors. The Park District partners with several local organizations and clubs to provide athletic programming such as youth baseball/softball, men's soccer, disk golf leagues, cricket, rugby, pickleball, youth football, bicycling clubs and related clubs/groups. Additionally, the Springfield Park District also maintains intergovernmental/cooperative agreement with various Police Departments, School District and local colleges. We manage 4 Golf Courses, 2 Indoor Ice Rinks, 2 Outdoor Pools, Indoor Pool, 3 Dog Runs, 3 Disc Golf Courses, 2 Baseball Stadiums, 2 Early Childhood Program Facilities; Preschool & Funshop, 2 Historic Pavilions, Special Needs Facility, a Carillon, Botanical Garden, Tennis Complex, Skate Park, Erin's Pavilion Rental Facility and the Henson Robinson Zoo.

**Our Mission:** to provide accessible and memorable recreational opportunities that enrich the community and improve the quality of life for generations as well as conserve our natural resources.

## Position Summary:

The Swim Coordinator position is a mid-level position. Candidate must assist the Aquatic Manager in planning, coordinating, implementing and operation of programs, special events, building maintenance and upkeep, and office functions. Responsible for the supervision, assignment and scheduling of entry-level lifeguards, head lifeguards, and part-time maintenance as it pertains to programming (swim lessons, lifeguards, facility rentals, birthday parties) to ensure building safety and the safety of patrons by preventing and responding to emergencies. The candidate must demonstrate the skill and competence necessary to assist with a variety of Program Coordinators, Facility Managers, and Teachers in class activities, front-line/guest services, could manage other part-time Recreation Associates and part-time maintenance staff, responsible for general maintenance and upkeep of the facility, responsible for oversight, maintenance, repair and related functions required to properly maintain and indoor and outdoor swimming facility, as designated, responsible for testing, recording, maintaining, and administering proper pool operation, repair and maintenance techniques including but not limited to: balancing and maintaining commercial pools to Springfield Park District and Illinois Department of Public Health standards and requirements, responsible for customer service initiatives, point of sale systems, rental services and could be a keyholder as well as a night and weekend frontline Manager on Duty throughout the Springfield Park District, but for this position advertisement is specific to and report to Eisenhower Pool.

Part-time Managerial experience in retail, facility maintenance, child-care facilities, teaching, camp counselor, office setting, family entertainment centers, food industry, customer service representative and other similar activities involving the public, pre-school age children to seniors is a plus.

This position reports to Eisenhower Pool, 2351 E. Cornell Ave, Springfield 62703 Ph: 217-525-8847 or where the Aquatics Managers may need. Facility Program Supervisor will work along-side and/or oversee other part-time Associate staff, operate cash registers, assist with rentals and birthday parties, work Special Events, and provide customer service to patrons. The work is performed in and around the Aquatics facilities and involves regular contact with the public.

Working hours may vary. Candidates must be willing to have flexibility in scheduling and could work weekdays, evenings and/or weekends and hours are based on facility's needs. Activity prep and activity time can average each shift 3+ hours or sometimes the Swim Coordinator may be asked to fill hours at more than one Park District recreational program area or facility per day.

Preferred Candidates should have two years' experience as a lifeguard and one or more years as a Head Guard.

## Specific Responsibilities:

The Swim Coordinator shall work under the direct supervision and/or guidance of the Aquatics Manager.

Successful Completion of Park District Orientation, Rectrac Learning Lab & Customer Service Training.

Must be willing to participate in on-the-job training to test, record, maintain, and administer proper pool techniques including; using SPD and IDPH approved testing procedures and techniques, administering, balancing and maintaining commercial pools to Springfield Park District and Illinois Department of Public Health standards and requirements.

Must be able to read and comprehend relevant policies, operational procedures, safety guidelines or other guidelines/standards relevant to facility operations. Operate Point of Sales System to include cash handling, cash registers, cash close-out responsibilities, learning RecTrac and online portal WebTrac (Park District Online Registration Software) to assist patrons with admissions, membership passes, activity sign up, rentals, etc.

Opening & Closing Facility Procedures; specifics for keyholders and arming alarm systems.

Working front line registration desks

Managing other part-time Recreation and part-time maintenance staff

Supervise Volunteer groups as assigned by the Facility & Program Managers

Responsible for good customer service

Receptionist duties such as answering phones and responding to the public, and user groups in a professional manner, transferring calls to other staff, filing, organizing, and other office duties as assigned.

At times, could be required to assist with recreation program preparation for tasks for the Facility Managers, Program Coordinators or Teachers and cleaning projects, organizing activities for the participants and their parental/guardian chaperone.

At times, help with group activities for pre-school aged children all the way to seniors.

Responsible for scheduling weekly shifts for entry-level lifeguards, head lifeguards and part-time maintenance staff when necessary for programs and private rentals.

Assist in making sure all staff are utilizing the punch system and that all are clocking in and out for their shifts to ensure smooth ADP Payroll record keeping.

Assist with developing and implementing aquatic facility programs; special focus on increasing swim lesson participation.

Assist with communication of promotional materials and flyers, special focus on increasing marketing for swim lessons.

Assist in developing, implementing, and administering an aquatic program evaluation system.

Implement and maintain good customer service training with the aquatic staff.

Enforce all aquatic facility policies, rules, and regulations.

Recognize and respond quickly and effectively in emergencies.

Inspect the facility on a daily schedule and report any unsafe conditions or equipment to the supervisor.

Responsible for cleanliness of the aquatic environment.

Have the ability to learn Vermont Systems RecTrac Software.

Maintain daily cash receipts and daily deposit registers.

Create a weekly revenue report from the daily reports.

Assist in developing, maintaining, and upgrading databases as needed.

Complete records and reports.

Create and participate in regular in-service training sessions.

Maintain fitness level (swimming skills, strength, and endurance).

Complete additional duties as assigned by the Aquatic Manager.

Required Knowledge, Skills and Abilities:

Minimum bachelor's degree demonstrating recreation or facility management achievement as well as three years full time work experience supervising staff, or equivalent combination of school and work experience. Preferred candidates would have relevant recreational programming and/or facility management experience.

Preference given to candidates with lifeguard certification, lifeguard instructor certification, Certified Pool Operation or Aquatics Facility Operator certifications. .

Willingness to learn educational information and details about the Park District and specific to the Aquatics Department.

Must be able to demonstrate leadership, be trustworthy and capable of working alone.

Must be a team player and be willing to work in groups.

Must possess emotional maturity and show respect when working with children and adults.

Sensitivity to patron and/or participants socioeconomic, cultural, ethnic, and religious backgrounds and individual needs and capabilities.

American Red Cross Lifeguard Instructor Certification or ability to obtain certification within the first 6 months.

Must follow lead and direction of Aquatics Manager.

General Requirements:

Must be able to read and write and have good command of the English language.

Good oral and written communication.

Physical capabilities- lifts 50 pounds, squat, bend and move as necessary for the job.

Must be able to perform basic mathematics.

Must have basic proficiency of Microsoft Excel and Word.

Must possess reliable transportation

Must present a neat and professional appearance.

Responsible to follow policies and procedures outlined in Springfield Park District employee manual.

Must live in Sangamon County, in the State of Illinois or must be willing to move to Sangamon County in the State of Illinois within the first 6 months of acceptance of a position with the Springfield Park District; unless otherwise pre-approved by Hiring Manager/Supervisor.

Application & Resumes should be submitted Online:

To be considered for a position, all applicants should apply online through our Job Opportunity and Tracking Portal. No paper applications or resumes will be accepted. Go to [www.springfieldparks.org](http://www.springfieldparks.org) and click on Join Our Team to see a full list of job opportunities.

The Springfield Park District is committed to the provisions of Equal Employment Opportunities and Affirmative Action to its applicants regardless of race, color, religion, ancestry, age sex, marital or veterans' status, national origin, disability or any other legally protected status.