



Recreation Supervisor - Aquatics and Ice

Northbrook Park District

Contact Name:

Contact E-mail:

Contact Phone:

Closing Date:

Salary: \$55,000 starting rate + experience

Description:

Responsible for program and facility management and supervisory oversight with the planning, directing, evaluating, and staffing of aquatic programs, ice programs and related facilities.

Responsible for training part-time staff. Hours may fluctuate based on programs and special events; holiday, evening, and/or weekend work may apply to cover operational hours and needs.

Benefits

- A comprehensive benefits package includes participation in the Illinois Municipal Retirement Fund (IMRF), medical, dental, vision and prescription coverage (also available to dependents), life insurance, 457 deferred compensation plan, and flex spending. Also offers paid vacation, holidays and sick leave, along with a variety of District recreational benefits.

Job Summary

- Design, develop, coordinate, monitor, and evaluate the implementation of and provide program oversight for aquatic, ice, and facility programming within the Northbrook Park District

- Supervise the operations of Meadowhill Aquatics Center and Sports Center Pool to include scheduling, staffing, programming, and rental of facilities

- Coordinate and schedule all aspects of the Sports Center Ice facility reservations (use of the Sports Center ice rink and rooms); communicate facility reservation and rental needs with internal and external individuals and departments to ensure user satisfaction

- Work with affiliate groups and independent contractors, which may include, but is not limited to, reserving facility space, preparing schedules, and submitting invoices

- Coordinate the implementation and provide day-to-day operational oversight of adult hockey league, youth hockey, summer hockey camp, speedskating, public skate, open hockey sessions, and special events

- Recruit, select, hire, train, supervise and evaluate part-time and seasonal staff and volunteers; monitor and approve staff work hours and overtime expenditures; compile and review all necessary paperwork; continuously develop staff by providing feedback

- Prepare the budget for areas of program and facility responsibility; execute and maintain operations within the confines of the approved budget allotment; continually monitor and evaluate expenses and

revenue

- Create and administer operational/procedural-based training for staff and volunteers
- Develop procedures for programs and/or facility operations as needed or as required
- Monitor and evaluate program performance to include program site visits, enrollment trends, patron wants and needs, and cost/profit margin with a focus on continued growth and development while ensuring competitive program pricing
- Coordinate with Parks Department on aquatic facility set-up, maintenance, and repairs.
- Ensure aquatics operational standards are in place as set by PDRMA Loss Control Review, Illinois Department of Public Health (IDPH), and StarGuard, including performing periodic safety and other inspections
- Serve as liaison to assigned affiliate programs, vending and concession vendors
- Manage program and/or event contracts/agreements based on need with program oversight; confirm proper documents are received and meet the District's contractual and insurance specifications; ensure terms of the contract are being followed; coordinate internal efforts in accordance with the contract/agreement terms to meet service needs
- Develop and coordinate special events; assist and/or attend special events as required
- Enforce and communicate safety rules and procedures; address and correct unsafe conditions; address unsafe employee behavior
- Report any work-related or patron injuries, incidents, or unsafe conditions to supervisor; address unsafe conditions as appropriate; complete or review incident/accident report forms as needed
- Perform all job tasks in a safe manner
- Perform other duties as assigned

Qualifications

- Bachelor's degree with major coursework in Recreation Management or related field, supplemented by a minimum of one (1) to three (3) years of experience in recreation programming. Experience with programming and budget management. Aquatics and/or Ice Facility management/facility experience preferred.
- Communicate effectively both orally and in writing
- Proficient with Microsoft Office (Outlook, Word, Excel)
- Ability to remain current on trends and innovations for areas of responsibility
- Swim experience with basic mechanical knowledge and comfortable in the water
- CPR/AED Certification and Instructor Certification or ability to obtain within six (6) months of hire
- StarGuard Lifeguard Instructor Level II Certification or ability to obtain within six (6) months of hire
- Certified Pool & Spa Operators Certification (CPO) or ability to obtain within six (6) months of hire
- Food Safety & Sanitation Certificate or ability to obtain within (6) months of hire
- Certified Park and Recreation Professional (CPRP) certification preferred

Physical Requirements

The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, talk, hear and swim; use hands and fingers to handle, feel or operate objects, tools, or controls and reach with hands and arms. Hand-eye coordination is

necessary to operate computers and various pieces of office equipment. Specific vision abilities are required and the ability to adjust focus. May occasionally lift and/or move up to 50 pounds. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or greater.

- Work is performed mainly in an office setting. May occasionally work indoors in cooler temperatures or in the ice arena. May work outdoors, in warm or cold temperatures, and in direct sunlight for short periods of time. May work outdoors on a pool deck with potentially slippery surface.

Apply at nbparks.org/jobs