



## **Aquatics & Tennis Manager**

### **Champaign Park District**

**Contact Name:** Heather Miller

**Contact E-mail:** heather.miller@champaignparks.org

**Contact Phone:** 2178193840

**Closing Date:** 2022-10-16

**Salary:** 51,000 - 63,500

#### **Description:**

##### Summary

The Aquatics & Tennis Manager is responsible for overall operations of the Sholem Aquatics Center, Dodds Tennis Center, outdoor tennis courts, tennis programming, district-wide fitness events, and the Division of Revenue Facilities Concession stands including Sholem Oasis Concessions, Dodds 4-plex Concessions, and Zahnd Concessions.

##### Qualifications

Must have at least a Bachelor's Degree, in recreation, sports, tourism, or related field or six years of experience in the field

Must have at least two years of successful recreation programming, facility management, and/or supervision.

Must have at least two years of experience in aquatics

Certified Parks and Recreation Professional certification preferred not required

Ability and enthusiasm for making a public presentation

Excellent written and verbal communication skills

Excellent skills in planning and organizing events, activities, and programs

Superior customer service skills

Ability to problem solve efficiently and effectively

Experience in coaching and training staff

Computer skills in Microsoft Windows and Microsoft Office Suite or similar programs

Demonstrated ability to organize, budget, plan, and implement projects with multiple deadlines

Ellis & Associates Life Guard and Instructor certification or will obtain the certifications within the first 6 months of employment

Food Manager certification or will obtain within the first 6 months

Valid Illinois Driver's License with a clean driving record

Positive “can-do” team attitude

Supervision

The Aquatics & Tennis Manager reports to the Director of Revenue Facilities. The Aquatics & Tennis Manager supervises the Head Tennis Pro, Aquatics and Tennis Coordinator and part-time staff, seasonal staff, and volunteers.

Training Can be obtained through Champaign Park District

Bloodborne pathogen training

CPR, First Aid, and AED certification from American Heart Association or from an accredited agency

Heads Up Concussion through Center for Disease Control

Facility training

Food Managers certificate, obtained within the first 6 months of employment

RecTrac

Harassment prevention training

Champaign Park District vehicle training

Ellis & Associates Life Guard and Instructor certification, obtained within the first 6 months of employment

Mandated reporter certification

Classification

Exempt, salary

Full-Time position

Essential Functions

Follow all Champaign Park District safety policies and perform all work in a manner that ensures the safety of the public, fellow employees, and him/herself

Hire, train, supervise, and evaluate full-time and part-time staff and volunteers

Plan, organize, implement, and evaluate programs and activities within the aquatic's division and district-wide fitness events

Seek resources within the community to assist with the creation and implementation of new programs/activities and events including, but not limited to, grants, sponsorships, and donations

Assist in the development, staffing and programming of any new aquatic's facilities within the Park District

Maintain records of all applicable recreation programs, activities, facilities, and personnel

Responsible for work requests, capital improvements, and suggestions for improvements

Recommend policy and procedural changes when appropriate

Responsible for providing information to the Marketing Department for the promotion of specific programs and facilities

Communicate regularly with division staff to discuss all facets of daily operations, programs, and staff issues

Prepare and monitor the annual budget for aquatics, tennis, concessions, and fitness events

Implement purchasing for assigned areas of responsibility

Establish and maintain an effective working relationship with groups and individuals within the

community, with other recreation professionals in the community, and with other recreation professionals outside the community

Compile information and create reports to reflect facility usage and participant information

Oversee and assist staff with the daily operation of the aquatic, tennis, and concessions facilities

Develop and oversee aquatics, tennis, concessions, and fitness events in conjunction with full-time, part-time, and seasonal staff and volunteers

Responsible for overseeing the scheduling and rental of aquatic facilities

Maintain excellent customer service to the community, participants, and staff

Ensure that all Aquatics, Tennis, and concessions staff provide excellent customer service

Coordinate lifeguard training and certification

Develop the Aquatics and Tennis facilities, programs and events through meetings, teamwork activities, and leadership

Input the aquatics, tennis, and fitness events programs into RecTrac for each guide season

Will assume responsibilities of staff supervised by this position in the event of an absence

Other duties as assigned