



Aquatics and Program Supervisor

Decatur Park District

Contact Name: Brei Mercado

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Contact Phone:

Closing Date:

Salary: \$42,000-\$50,000

Description:

Our Mission, Vision, and Values:

The mission of the Decatur Park District is to enrich our community's quality of life, health & wellness, education, and economic vitality by providing outstanding parks, facilities, and recreational opportunities.

Our vision is to be a park district of excellence that enhances our community's growth, prosperity, and quality of life.

Our values include integrity, sustainability, service, partnership, and safety.

Job Title: Aquatics and Program Supervisor

Department: Recreation

Reports To: DISC Manager

FLSA Status: Full Time Exempt

Revised Date: 9/30/22

SUMMARY

Responsible for the staff and daily operations of aquatics (Splash Cove), tumbling, childcare, early childhood programs, youth/high school volleyball, volleyball private lessons and special events.

Reports to the DISC Manager and administers, supervises, teaches and trains staff for recreational programs designed for children of all ages. Hires, trains, supervises staff for aquatic facility.

Supervises the Volleyball Club director and assists when needed.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Hires, trains, and supervises part-time staff, including approximately 120 aquatics staff (lifeguards, aquatic attendants, managers, swim instructors, security, guest relations, and concession staff), child care, tumbling instructors, volleyball and early childhood programs and special events.
- Operates the Splash Cove concession stand
- Administer and supervise year-round volleyball programs, aquatics operations, and early childhood programs.

- Promote aquatic programs, tumbling, volleyball and early childhood programs including child care.
- Prepares and monitors the annual budget and reports for aquatics, youth volleyball and child care/early childhood.
- Assists in long range schedule of capital development projects and administers expenditures of the budget and capital development funds for the aquatic facilities.
- Establishes and monitors policies and procedures.
- Evaluates the appropriateness of existing fees and services and recommends modifications to the Director of Finance, Director of Recreation and Facilities, and the DISC Manager.
- Conducts staff meetings with part time employees.
- Takes reservations for the aquatic facility for use of daily and private rentals
- Sets up and finds instructors for private volleyball lessons
- Attends Ellis and Associate meetings and stays up to date on new materials and meets all deadlines.
- Follows Ellis and Associates training program and trains all lifeguards
- Attends work on a regular basis
- Performs the job safely and in compliance with District policies, procedures, work and safety rules, and the employee handbook
- Maintains a clean and organized work environment
- Additional functions may be essential
- Speaks before local clubs and groups
- Acts as a liaison with other governmental agencies, community groups and industry affiliate organizations
- Maintains affiliation with appropriate industry professional organizations to keep informed of trends and influences potentially impacting the recreation field
- Maintains required records of programs
- Provides training to staff
- Maintains required departmental records
- Attends meetings and participates in IPRA, IAPD and local community agencies, associations and organizations
- Attends professional conferences and workshops to promote knowledge in related areas of responsibility and for continuing education

REQUIRED KNOWLEDGE, ABILITIES AND SKILLS

- Strong knowledge of the principles, practices and objectives of the Decatur Park District
- Good knowledge of the principles of financial management
- Ability to cooperate with and interpret Park District philosophies in relation to governmental, public and private groups and agencies and to the general public
- Good knowledge of pertinent safety precautions
- Ability to maintain positive and effective working relationships with other supervisors and subordinate employees
- Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government.

- Ability to work independently in day-to-day operations with general direction of the DISC Manager.
- Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from other departments and interruptions with accuracy
- Ability to work in a team atmosphere, promoting positive work relationships with both internal and external customers
- Ability to demonstrate leadership qualities to perform required work
- Ability to communicate effectively with fellow staff and the public both orally and in writing
- Capacity to be self-motivated and achieve goals with minimal supervision or direction
- Ability to maintain self-control and composure in difficult situations
- Capacity to utilize computer skills, including demonstrated proficiencies in Microsoft Office
- Capacity to proactively troubleshoot, problem solve and make sound judgments with respect to confidentiality

EDUCATION, EXPERIENCE AND TRAINING

- BA/BS in Parks and Recreation, Business Administration or closely related field from an accredited college or university; or one to two related experience and/or training; equivalent combination of education and experience.
- Valid Illinois Class "D" Driver's License
- CPR and First Aid Certifications preferred
- Ellis & Associates Certified Lifeguard and Instructor or able to obtain

HOURS

- Minimum 40 hours a week, with work hours designated by the DISC Manager
- Employee is considered to be on duty whenever the need exists
- Evening and weekend hours and being on call is required.

PHYSICAL AND ENVIRONMENTAL CONSIDERATIONS

Sitting – constantly Walking – frequently Strength – medium (0-50 lbs.)

Climbing – occasionally Balancing – occasionally Stooping – occasionally

Kneeling – occasionally Crouching – Occasionally Crawling – Occasionally

Reaching – frequently Handling – frequently Fingering – frequently

Feeling – frequently

- General work area varies. Some days you may be indoors and others you may be outdoors.
- Exposure to natural and potentially extreme weather conditions while supervising employees or attending job related activities at locations away from the office, including extreme heat and extreme cold.
- Exposure to noise distractions from employees or equipment operation in adjacent work areas
- Frequent exposure to cleaning materials
- Exposure to chronic infectious disease while performing routine first aid or emergency procedures
- Protective clothing and equipment is required as it pertains to the particular job duty:
 - Microshield
 - Latex gloves

- Seal Easy (depending on job)
- Ear plugs (depending on job)
- Safety glasses (depending on job)

Follow the link below to apply!

https://www.applitrack.com/decparks/onlineapp/_application.aspx?posJobCodes=653&posFirstChoice=Recreation&posSpecialty=Recreation%20Supervisor