



## **Aquatics and Tennis Manager**

Champaign Park District

**Contact Name:** Heather Miller

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**Closing Date:**

**Salary:** 50,960 - 63,440

### **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 a 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 the 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 Lifeguard 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

#### Psychological Considerations:

- Must be able to organize, plan, and implement multiple projects simultaneously and complete by their respective deadlines
- Must be able to resolve differences and problems that arise with staff, participants, volunteers, partners, and sponsors in a professional manner and in the spirit of the district's mission
- Must be a self-starter who is able to work with little supervision

#### Physiological Considerations:

- Must be able to endure rigorous meeting schedules during peak programming seasons
- Must be able to work in excess of 40 hours per week
- Must be able to work some evenings and weekends
- Must be able to lift supplies and equipment (approximately up to 40 pounds) when needed

#### Environmental Considerations:

- May be exposed to all weather conditions including rain, wind, snow, and extreme temperatures

#### Cognitive Considerations:

- Must be able to represent the district in a positive manner
- Must be able to work well with people and resolve problems fairly
- Should exercise creativity and resourcefulness in developing and implementing projects
- Must be able to respond quickly and accurately to changing project conditions