



PT Seasonal Community Pool Manager - aka Aquatics Coordinator

Village of Hinsdale

Contact Name: Mike Hayes

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Contact Phone: 630-335-6588

Closing Date:

Salary: Up to \$21 / hour

Description:

JOB STATUS: Part time/Seasonal

DEPARTMENT: Recreation

FSLA STATUS : Non-Exempt

Wage rate: Up to \$21+per hour based on qualifications and experience

HOURS: 40 hours per week including evenings and weekends during Pool season (Memorial Day-Labor Day), reduced

off season hours Jan-Sept to start prep.

HOW TO APPLY Interested applicants may apply to hr@villageofhinsdale.org. Contact Michael Hayes, Parks and Recreation Superintendent at mhayes@villageofhinsdale.org with any questions.

The Aquatic Coordinator helps enforce staff direction and provide facility management of the Hinsdale Community Pool for the Village of Hinsdale. This position reports directly to the Recreation Supervisor. Duties include, but are not limited to, planning, risk management, training and development of staff, oversight of programs, facility operations, promotion of facilities and programs, problem-solving, and customer service.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Assists in the hiring, training, supervision, and evaluation of 70+ Pool Staff including certifying Lifeguards in the Star Guard

Lifeguarding program. Supervises all Pool programs including swim lessons and other aquatic programs and plans and runs

Special Events.

- Oversees all rentals, special events and birthday parties.
- Implements and oversees membership programs, promotions, and events that attract and integrate new members, build community relationships, and help to retain memberships for the Pool.

- Provide outstanding customer service to guests.
- Manage the aquatic facility cleanliness, including water quality of pools.
- Responsible for the supervision of cash handling and financial reports.
- Design and implementation of the facility Emergency Action Plan to include responding to emergencies and proper documentation of incidents.
- Planning and executing special events, rentals and programs.
- Responsible for organization and administration of the aquatic office and all associated paperwork.
- Additional tasks and responsibilities may be assigned at the discretion of the Recreation Supervisor.
- Oversee accurate recording of time worked and on-time submission of timesheets for payroll processing.
- Management of all in-service training sessions.

QUALIFICATIONS

- At least 3 years of experience in Aquatics and/or Facility Management. At least 2 years in management role.
- Past lifeguarding experience highly preferred.
- Strong written and oral communication skills.
- The ability to solve problems comprehensively and to produce accurate work on a timely basis.
- Proficient in utilizing social media such as Facebook and Twitter.
- Solid computer skills, proficient with Word, Excel and Outlook. Experience with RecTrac registration system preferred.
- Possess a valid driver's license.
- Ability to Start Guard Certified and an LGI within 2 months of employment.