



## **Recreation Supervisor – Aquatics & Operations**

Village of Libertyville Recreation Department

**Contact Name:** Jennifer Houtz  
**Contact E-mail:** [jhoutz@libertyville.com](mailto:jhoutz@libertyville.com)  
**Contact Phone:**  
**Closing Date:**  
**Salary:** \$53,297-\$69,286 DOQ

### **Description:**

Title: Recreation Supervisor – Aquatics & Operations

Department: Recreation

Hiring Range: \$53,297-\$69,286 DOQ

Benefits: Full-time, non-union benefits

Closing Date: Open until filled

Description of Primary Purpose: The Recreation Supervisor reports to the Recreation Manager with specific responsibilities such as a variety of recreation supervisory functions, with emphasis placed on the management of the aquatic operations for the Village's two outdoor swimming pools. This position also oversees various programming areas within the Recreation Department, including employee safety training, Department facility safety compliance, special events, management of marketing and social media accounts for the Department, community outreach safety classes, oversight of contracted programs, and other general supervision duties within the Department as assigned.

This position has administrative duties that will entail weekday afternoon-evening hours and weekend hours to ensure successful operational and programming results.

Education and Experience: Bachelor's Degree in recreation, business administration, physical/health education or a field related to the work; minimum of three (3) to five (5) years of experience in a lead management role of swimming pool operations and aquatic programs for a park district/municipality, OR an equivalent combination of education, training, and experience.

Required Certificates, License and Registrations:

- A valid Illinois Driver's License
- CPR, First Aid and AED certifications within six (6) months of date of employment.

Preferred Certificates, License and Registrations:

- Current Jeff Ellis & Associates ILTP Instructor License
- Current Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) certification or ability to obtain either certification within one (1) year of hire
- Designation as Certified Park & Recreation Professional (CPRP)

### Physical/Mental Requirements:

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

Mobility to work in an office setting, use standard office equipment and stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; agility to lead and participate in recreational, sports and cultural activities; vision to read printed materials; and hearing and speech to communicate in person or over the telephone. Work is performed in a sports/recreational setting; work is subject to performance under adverse weather conditions.

How to Apply: Interested candidates should submit a resume, cover letter and four professional references to [jhoutz@libertyville.com](mailto:jhoutz@libertyville.com). Applicants must indicate Recreation Supervisor – Aquatics & Operations in the subject line of their e-mail.