



## **Aquatic Manager**

### **Village of Romeoville**

**Contact Name:** Kelly Rajzer

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**Contact Phone:** 815-886-6222

**Closing Date:** 2023-02-12

**Salary:** \$80,000-\$93,000 (DOQ)

#### **Description:**

The Village of Romeoville Parks & Recreation Department is seeking a Full-Time Aquatic Manager for the newly constructed indoor Aquatic Center set to open in late spring/early summer. The department has a budget of \$8 million and a population of approximately 40,000 residents. The mission of the department is to improve the quality of life for the community by providing a variety of leisure time activities. To accomplish this, the department provides over 1,000 different programs and events.

#### **Job Summary:**

The Aquatic Manager is responsible for the planning, coordinating, and supervision of all program functions of the Aquatic Center in addition to the day-to-day operations and management. The Aquatic Manager will maintain accurate and detailed testing and safety records. They will ensure that all appropriate water, environmental, health and safety standards are maintained and ensure that the pool is compliant with all local, state, and national requirements. Responsible for hiring, training, scheduling, and supervising all part-time staff including building staff, lifeguards, pool managers, swim instructors, party staff, and program staff. The Aquatic Manager must be a strong and effective manager with the ability to train, inspire, mentor, motivate, and evaluate staff progress. The Aquatic Manager will lead lifeguard training and certification classes/processes. They should be innovative to aid in the aquatics program development and growth. The Aquatic Manager will develop, implement, and oversee a variety of aquatic programs for participants of all ages (youth, adult, senior). Must be able to establish a cohesive and team-oriented work environment. The Aquatic Manager must have a high level of professionalism to interact and correspond with participants, parents, contractors, and various organizations. They will aid in the development of the aquatics budget and be responsible for purchasing guard and aquatic programming equipment. Aquatic Manager will aid in various department-wide special events.

The Aquatic Manager will be under the direction of the Superintendent of Recreation. The hours for this position are generally Monday through Friday 9:00am to 5:00pm; however, additional nights and weekends are required on a regular basis for program and event needs. Other duties as assigned.

#### **Qualifications:**

A Bachelor's Degree in Recreation or closely related field is required. A minimum of three to five years of experience in aquatics and facility management is required. Candidate must have working knowledge of the aquatic industry and standards. Must have the following certifications StarGuard

Elite Lifeguard, StarGuard Elite Instructor, Aquatic Facility Operator or Certified Pool Operator (like or equivalent certifications will be reviewed). CPR, AED, and First Aid are all preferred certifications. Knowledge and experience of planning and implementing programs and special events is ideal. Strong communication skills and attention to detail is required. Ideal candidate will have a strong understanding of appropriate programming for all ages and have the ability to be innovative, creative, and adaptable to change. Candidate should have basic knowledge of general budgeting and invoicing. RecTrac experience is desired.

This is a full-time, non-union position with excellent benefits including IMRF pension, in addition to vacation, personal, and sick time. Salary range is \$80,000-\$93,000 depending on qualifications and/or experience.

Questions? Contact Kelly Rajzer, Director of Parks and Recreation, at 815-886-6222 or email at [krajzer@romeoville.org](mailto:krajzer@romeoville.org) with any questions.

Closing date is February 12, 2023 or until filled. Submit resumes to Kelly Rajzer at [krajzer@romeoville.org](mailto:krajzer@romeoville.org) or 900 W. Romeo Rd., Romeoville, IL 60446.