



Aquatics and Tennis Coordinator

Champaign Park District

Contact Name: Heather Miller

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Contact Phone: 630-688-9753

Closing Date:

Salary: 35,360 - 43,680

Description:

SUMMARY

The Aquatics and Tennis Coordinator II is responsible for the overall operations of the Dodds Tennis Center, outdoor tennis courts, Sholem front desk operations, and concessions stand including Sholem, Dodds 4-Plex, and Zahnd. The Dodds Tennis Center is a seasonal facility from September – Mid-May and Sholem is a seasonal facility from late May – Early September.

QUALIFICATIONS

- Bachelor's Degree in recreation, sports, tourism, or 4 years of experience in a related field
- Ability and enthusiasm for making public presentations
- Certified Parks and Recreation Professional certification preferred
- 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 or volunteers
- Computer skills in Microsoft Windows and Microsoft Office Suite or similar programs
- Demonstrated ability to organize, budget, plan, and implement projects with multiple deadlines
- Valid Illinois Driver's License with clean driving record
- Positive "can-do" team attitude

SUPERVISION

The Aquatics and Tennis Coordinator II reports directly to the Aquatics and Tennis Manager. The Aquatics and Tennis Coordinator II supervises part-time staff, seasonal staff, and volunteers.

TRAINING – CAN BE OBTAINED THROUGH THE CHAMPAIGN PARK DISTRICT

- Facility training
- Bloodborne Pathogen

- Mandated Reporter
- Heads Up Concession Certification
- RecTrac
- First Aid, AED, and CPR Certification
- Ellis & Associates instructor or able to obtain the certification within first 6 months of employment
- Food Managers Certification or ability to obtain the certification within the first 6 months of employment
- Anyone who will be driving a Champaign Park District vehicle will need to complete and pass a driving test from one of our certified Champaign Park District trainers

CLASSIFICATION

- Salary, exempt
- 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, discipline, and evaluate part-time and seasonal facility staff for the Dodds Tennis Center desk, Sholem desk, and Sholem, Dodds 4-Plex, and Zahnd concessions.
- Seek resources within the community to assist with the creation and implementation of new programs/activities and events. That includes, but is not limited to, grants, sponsorships, and donations
- 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
- Maintain a safe and secure environment for staff and participants
- 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 the daily operation of the Dodds Tennis Center and outdoor tennis courts
- Develop and oversee tennis events, programs, and activities in conjunction with full-time, part-time, and seasonal staff
- Responsible for overseeing the scheduling and rental of tennis facilities
- Responsible for customer relations at tennis facilities
- Responsible for maintenance needs of outdoor tennis courts
- Oversee the Sholem Aquatics front desk operations
- Oversee the Division of Revenue Facilities concessions stands including at Sholem, Dodds 4-Plex,

and Zahnd

- Assist as needed with aquatics training and programs
- Coordinate staff training and certification
- Ability to assume part-time staff responsibilities in 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 as needed
- Must be able to work evenings and weekends
- Must be able to lift supplies and equipment (approximately up to 50 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, resolve problems fairly and with judgment in keeping with the mission of the District
- Should exercise creativity and resourcefulness in developing and implementing projects
- Must be able to respond quickly and accurately to changing project conditions
- Should be safety conscious at all times