



Aquatic Program Supervisor - Full Time Exempt

Elk Grove Park District

Contact Name: Christy King

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Closing Date:

Salary: \$43,351 - \$52,018 DOQ

Description:

For more information and to apply please visit our website at:
<https://elkgroveparks.bamboohr.com/careers/42>

JOB SUMMARY

Responsible for the development, management, and promotion of the District's aquatics programs, classes, and special events at the Pavilion Aquatics Center and Rainbow Falls Waterpark.

ESSENTIAL JOB FUNCTIONS

Directly supervise all swim lesson instructors, swim lesson coordinators, aqua camp directors, aqua camp instructors, and swim team coaches in the following processes: hiring, firing, training, assigning, supervising, and evaluating.

Assist the Aquatics Manager in the following processes: recruiting, hiring, firing, training, assigning, supervising, and evaluating all aquatic staff.

Responsible for the development of the aquatics program budget and will assist with other aquatics departmental budgets, risk management procedures, and operational procedures for all aquatic facilities.

Assist in mentoring aquatics staff including pool managers, lifeguards, cashiers, swim lesson instructors, swim lesson coordinators, aqua wellness instructors, and the swim team head coach.

Oversee an effective staff work schedule for seasonal and year-round aqua wellness instructors, swim lesson coordinator, and swim coaches at all aquatic facilities.

Train seasonal and year-round swim lesson instructors Responsible for creating, planning, implementing, supervising, and evaluating all instructional and recreational aquatics programs at the District's aquatics facilities within the District's goals and objectives. This includes the annual Snowflake Swim, Reptile Regatta, Lazy River 5k, and monthly Parents' Night Out events.

Prepare payroll for all aquatic staff, including time adjustments.

Manage pools during lap swim, open swim, swim team, and special events when scheduling conflicts arise or as deemed necessary by the Aquatics Manager.

Assist Aquatics Manager in preparing and editing seasonal brochures and District website for the aquatics department.

Manage the District's swim team program including: coaching staff, registration, scheduling of swim meets, lead operations of home swim meets, training schedules, and attending monthly coaches meetings.

Work with the marketing department to ensure communication of facility information and promotion of events.

Create promotional materials for aquatic programs and facilities.

Assist Aquatics Manager in the implementation and enforcement of employee policies and procedures.

Develop detailed reports and analysis and make recommendations for continuous improvements.

Assist the Aquatics Manager with training and certifying seasonal and year-round lifeguards.

Assist with community wide special events not specifically related to aquatics programming area.

Performs the job safely and in compliance with district policies, procedures, work and safety rules.

Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.

MINIMUM QUALIFICATIONS

Strong written and verbal communication skills.

Knowledge of aquatic operations.

Fairness in dealing with people.

Ability to demonstrate effective decision making and problem solving skills.

Skilled in working with computers and database programs.

Organizational ability.

Ability to supervise, organize, and create aquatic programs.

Good knowledge of pertinent safety precautions.

Ability to maintain positive and effective working relationships with other employees.

EDUCATION AND EXPERIENCE

Minimum Bachelor's degree in the area of recreation or facility management or related field or equivalent combination of school and work experience.

Experience with Swim Meet Operations and Swim Team coaching preferred.

Ellis & Associates International Lifeguard Instructor Certification or ability to obtain certification within the first 6 months.

Valid Illinois Driver's License.