



## **Aquatics/Ice Arena Manager**

### **Oak Lawn Park District**

**Contact Name:** Michael Sinkewich  
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**Closing Date:**  
**Salary:** \$53,000 + DOQ

#### **Description:**

##### **POSITION SUMMARY:**

The Aquatics/Ice Arena Manager is responsible for facilities, operations, lifeguards, and front desk staff for two outdoor swimming pools. This position will work in conjunction with the Aquatics Supervisor to ensure successful operations of the indoor (run out of the local high schools) and outdoor pool seasons. The position will oversee between 20-100 staff members depending on the season.

This position also serves as Manager at the Oak Lawn Ice Arena overseeing all front desk personnel and front desk operations. This position also develops and implements special events and exhibitions, including open skates.

##### **QUALIFICATIONS:**

- Bachelor's degree in Recreation Programming, Recreation Administration or a related field required
- A minimum of three years of full time supervisory experience preferred
- Certification in CPR/AED and First Aid or ability to obtain required
- CPO/AFO certification or ability to obtain required
- Pool/ lifeguarding experience and certification with the American Red Cross or ability to obtain preferred
- Certification in Lifeguard Instructor or ability to obtain preferred
- Basic Swim Instructor or Water Safety Instructor certification preferred
- Experience hiring, training, and supervising personnel
- CPRP preferred
- Leadership ability
- Problems solving skills
- Strong interpersonal skills
- Computer skills
- Knowledge of facility operations and guidelines

- Excellent customer service skills
- Must be able to work independently with little or no supervision

**BENEFITS:**

The Oak Lawn Park District is committed to a comprehensive employee benefit program that helps our employees stay healthy, feel secure and maintain a work/life balance. Some of the many benefits we offer include: Medical, Dental and Vision Care; Pension Plan (IMRF); Paid-Time Off (Vacation, Sick-time, Comp/Flex time, Holidays); Employee discounts at all park district facilities and for programs- free use of all fitness facilities for employees; Monthly Healthy Living Club Meetings- provide staff an opportunity to try different forms of recreational activities at no cost.

Interested applicants should submit a cover letter and resume to Mike Sinkewich, Ice Arena General Manager, at [msinkewich@olparks.com](mailto:msinkewich@olparks.com). Oak Lawn Park District is an Equal Opportunity Employer.