



Recreation Supervisor - Aquatics/General Recreation

Westchester Park District

Contact Name: Lianne Robinette

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Closing Date:

Salary: \$43,000-\$47,000 DOQ

Description:

JOB OPPORTUNITY with the Westchester Park District: Recreation Supervisor – Aquatics/General Recreation (Full-Time, Exempt)

JOB SUMMARY Under the direction and supervision of the Superintendent of Recreation and Marketing. The Recreation Supervisor position is responsible for all aquatic programs, facility operations, special events and general recreation programs (including performing arts). In addition, this position requires a strong ability to manage a team, be self-motivated, possess good time management skills, and the ability to relate and motivate all team members and clients. The Recreation Supervisor is on call as needed. This is an at-will position.

ESSENTIAL DUTIES & RESPONSIBILITIES Employee is responsible for the supervision and operation of the aquatic center including, but not limited to staffing, training, certification, programming, scheduling, monitoring, budgeting, financial tracking, and facility and equipment maintenance. Employee must be able to coach, lead and implement the District's Mission, Vision, and Core Values into the daily operations of the aquatic center. Employee is responsible for aquatic and general recreation equipment plan, including but not limited to purchasing, equipment replacement, equipment enhancements, and equipment maintenance. Employee is responsible for all equipment and supplies associated with the aquatic center and programming. Employee must promote (and encourage staff to promote) the Westchester Park District programs, special events, and services. Employee must be able to organize, plan, schedule, manage and execute all functions of their area of responsibility.

*First Aid, AED, and CPR Certification or able to obtain certification within the first 3 months of employment

*American Red Cross Lifeguard Instructor or able to obtain the certification within first 3 months of employment

*Food Service Certification or ability to obtain the certification within the first 3 months of employment

*Certified Pool Operator or Aquatic Facility Operator Certification or able to obtain certification within the first 3 months of employment

SCHEDULING & PAY: This is a full time exempt (salary) position. Hours are Monday – Friday, 9:00am – 5:00pm with evening and weekend hours as needed.

BENEFITS: In exchange for your time and talent, we offer a generous benefit package, including: • Medical Coverage, PPO or HMO • Dental Coverage • Prescription Coverage • Vision Insurance • Life Insurance (optional) • Short- and Long-Term Disability (IMRF) • Pension / Defined Benefit Plan (IMRF) • 457 Plan / Defined Contribution Plan (optional) • Paid Holidays, Personal Days, Vacation, Sick Time • Professional Membership Dues • Park District Facility Discounts and Usage Benefits.

Interested individuals, please send your cover letter and resume to Lianne Robinette at lrobinette@wpdparks.org