



Aquatic & Youth Program Supervisors

St. Charles Park District

Contact Name: Christina Janes

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Closing Date:

Salary: \$58,000.00 starting, DOQ

Description:

Job Summary – About the Role

By understanding the Department's fiscal and operating goals, along with District safety and overall policies and procedures, develop and lead direct reports to deliver high quality recreation services for residents, visitors and the St. Charles community. Areas of responsibilities include, but are not limited to, Otter Cove Aquatic Park, youth special interest programs and special events.

Starting salary: \$58,000.00 DOQ

Knowledge, Skills & Experience

This position is well suited for someone with a friendly and positive personality who is productive and shows initiative, is an effective written and oral communicator, is reliable and safety-minded.

Knowledge of youth recreation programs, special events, aquatic programming, scheduling and management procedures. Have an understanding of Park District finance and the ability to prepare budgets for assigned programs, special events and facilities.

Extensive specialized training or two years of secondary education is required. A bachelor's degree in Recreation, Education or a related field is preferred. CPRP or ability to become a CPRP is preferred. One to three years and some supervisory experience as Manager of an outdoor aquatic facility. Supervision of aquatic programs, face-to-face experience leading recreation programs and participation in special event delivery. A valid Illinois State Driver's License is required. Maintain current CPR/AED/First Aid Instructor Certification or obtain instructor certification within six months of hire is required. Maintain Lifeguard Instructor Certification and Certified Pool Operator (CPO) within six months of hire. Obtain and maintain Food Service Sanitation Manager Certificate within one year of hire.

Essential Functions of the Position

Park District Competencies

- Follow all departmental safety rules that pertain to the duties performed and support all aspects of Park District's safety and risk management program.
- Work cooperatively and collaboratively with residents, colleagues, the public, PDRMA and other agencies or organizations as delegated.

- Recommends improvements and efficiencies to better accomplish individual and district goals in the best interests of the St. Charles Park District community.
- Comply with park district policies and administrative procedures.
- Effectively communicate both orally and in writing.

Responsibilities

- Supervise maintenance, operation, training, staffing and scheduling of Otter Cove Aquatics Park and any other assigned facilities and program sites.
- Develop, organize, promote and implement aquatic programs, youth programs and special events.
- Assess needs of the community, recommend modifications and implement new programs
- Resolve problems with staff members and patrons in a sensitive and mature manner.
- Operate office equipment, such as copier fax, telephones, computers and printers.
- Provide instruction to personnel, including: food safety, lifeguarding, first aid and CPR/AED.
- Work weekends and evenings as assigned.

Administrative

- Develop goals, objectives and operating procedures for areas of responsibility.
- Monitor and coordinate fiscal control procedures for areas of responsibility.
- Assist with the annual budget for assigned programs and activities.
- Purchase supplies and equipment as needed per District policy.
- Create, instruct and document necessary staff trainings.
- Prepare and submit records and reports (including attendance, payroll, etc.) and make presentations as required.
- Execute emergency procedures and facility evacuation, as necessary.
- Serve as a liaison with local government agencies, news media, IPRA, parent organizations, vendors, independent contractors and community groups.

Supervisory

- In consultation with your immediate supervisor, exercise supervisory authority and judgement on an ongoing basis related to subordinate employees reporting directly to you, in matters including: development of job descriptions, hiring, layoffs, compensating within approved budgeted perimeters, and disciplinary action up to and including termination, in compliance with Park District policies and procedures.
- Exercise independent supervisory authority and judgement on an ongoing basis related to subordinate employees reporting directly to you in matters including, but not limited to: employee training, scheduling, assigning, directing and overseeing completion of work assignments, and employee performance evaluation.

Marginal Functions of the Position or Role

- Lead and assist with special projects and events.
- Perform all other duties as assigned.

Physical and Environmental Requirements

Frequently (46-100% of the time)

Occasionally (16-45% of the time)

Rarely (0-15% of the time)

Position or Activity

- Sitting: Frequently
- Walking: Frequently
- Climbing: Occasionally
- Balancing: Rarely
- Stooping/Kneeling: Occasionally
- Crouching: Occasionally
- Crawling: Rarely
- Reaching: Frequently
- Handling/Feeling: Occasionally
- Strength: Routinely push, pull and/or lift to waist up to 40 lbs and 41 to 50 lbs with assistance.

EEO Statement and Accommodations

The St Charles Park District is an equal opportunity employer under all state and federal laws and regulations. The job responsibilities are subject to accommodations pursuant to the Americans with Disabilities Act of 1990. If you require assistance or accommodation with the application process, please contact the Business Department at 630-584-1055.