



Aquatic Manager

Bolingbrook Park District

Contact Name: Kai Wahlgren

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Closing Date: 2024-01-31

Salary: \$64,000-\$66,000

Description:

Job Title: Aquatic Manager

Agency: Bolingbrook Park District

Website: www.bolingbrookparks.org

Salary: \$64,000 - \$66,000/starting annual salary, plus benefits

Deadline: January 31, 2024

Qualifications:

Graduate from an accredited college or university with a BS/BA degree in recreation and parks administration or related field. Minimum of 5 years' supervisory experience preferred. Applicants must have a thorough knowledge of waterpark operations, facility management, aquatic programs, membership sales and special event management. Must be a Certified Pool Operator (CPO) or must obtain within 6 months after hire. Star Guard Elite Lifeguard Instructor Certification and Food Handler and Sanitation Manager Food Certification must be obtained within 6 months of hire. Applicants must have strong customer service, organizational, and management skills. And the ability to recognize safety concerns and provides a safe environment. Knowledge of Microsoft Office Suite of Programs and Rec Trac. CPR, First Aid and AED certified and CPRP preferred.

Duties:

Under the direction and supervision of the Director of Facilities, primarily responsible for the recruitment, hiring, training, supervision, evaluation, and provide disciplinary action when necessary for all full time, part time staff and seasonal aquatics staff. Maintain accurate records of staff training documentation. Responsible for planning, staffing, promoting, implementation, and evaluation of programs, events, membership engagement activities, and the operation of the aquatic facilities. Create, implement, manage, and evaluate management procedures for aquatic facilities. Manage all aquatic operations for safety and quality, submitting work orders as need and coordinate these needs with building staff building maintenance staff. Manage all aspects of the outdoor aquatic park concession operation, including ordering and inventory. Monitor membership sales, create membership sales plan, and engage current members for the aquatic facilities. Manage cash receipts processing for the aquatic operation. Order, approve invoices and complete purchase orders for processing in the business office. Maintain accurate records of water chemical levels. Ensure all water, environmental, health, and safety standards are met on a daily basis.

Other duties include: review and edit park district brochure pages for each season and monthly group/aquatic fitness schedule. Prepare and administer the annual budget for the operation of the aquatic facilities. Prepare and submit daily, monthly, quarterly and annual reports as required. Prepare and maintain records of facility operations, usage, occupancy, membership sales and retention, and scheduling for reference in future years. Teach and train Emergency Operations Management Plan with staff in preparation for any and all emergencies. Ensure compliance with safety, health and loss control policies and procedures of the District. Collaborate with the Marketing Team to promote facility and program opportunities. Represent the Recreation and Facilities Team as a member of the Safety Committee. Day to day operations require collaboration with program managers/supervisors and the Customer Care Manager.

How to Apply: Please submit cover letter, resume and references online at:
https://www.appone.com/MainInfoReq.asp?R_ID=6003049

Contact:	Kai Wahlgren Director of Recreation
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