



## **Aquatics Coordinator**

### **Wood Dale Park District**

**Contact Name:** Brittany Lynam

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**Closing Date:**

**Salary:** \$20.00 - \$22.00 per hour

#### **Description:**

##### **Job summary**

The Aquatics Coordinator is responsible for the administration, development, and direction of the Beach Waterpark at the Wood Dale Park District. The employee must function with a wide latitude of administrative and professional discretion under the supervision of the Director of Recreation Services. The coordinator shall exercise immediate supervision over part-time employees of the Beach Waterpark. This position will be up to 40 hours per week based on facility needs.

**Hours will range between 25-40 hours per week including days, nights and weekends**

**Hours and days will vary based on facility and programming needs**

**Weekend availability is required**

**Start date approximately April 2024 – but can be flexible with end of school schedule**

#### **Work Location -**

The Beach Waterpark, 161 W. Commercial St., The Recreation Complex, 111 E. Foster Ave., and other district facilities as required.

#### **Contact with others -**

Position involves everyday internal and external contacts, with the expectation of role modeling cooperative and effective working relationships. This position will deal with customers requiring more time and resources and must be able to effectively listen, react and follow-up to complaints.

#### **Supervision**

Received - Work under the general supervision of the Director of Recreation Services

Exercised - Position is responsible for overseeing seasonal part-time employees

#### **Essential Job Functions**

- Responsible for the day-to-day management and operations of the Beach Waterpark.

- Adhere to scheduled hours.
- Create and publish staff schedules and assign specific duties and daily tasks.
- Monitor and approve time off requests in accordance with the aquatic policy manual and needs of business.
- Actively supervise aquatic staff including managers, lifeguards, pool attendants, admissions, concessions, and swim lesson instructors on a regular basis to ensure staff is following proper procedures and adhering to safe practices.
- Supervise staff by communicating job expectations, coaching, disciplining, and appraising duties and responsibilities.
- Be on-site to assist with admissions and concessions staff during peak hours.
- Conduct pre-season orientation and training.
- Prepare, schedule, and direct staff meetings and training.
- Meet weekly with pool managers to communicate issues and requests related to the facility.
- Develop, organize, and implement Swim Lesson Instructor specific training to staff and specific rotation training to lifeguards.
- Monitor inventories and assist with ordering required merchandise and supplies for use at the water park.
- Supervise cash handling operations: balances cash, prepares appropriate reports, including daily cash statements, receipts, and deposits.
- Maintain orderly records and file appropriate documents in a timely manner. These records may include but are not limited to attendance records, staff evaluations, accident/incident reports, audits, and receipts.
- Anticipate, recognize, and manage aquatic emergencies.
- Conduct all personnel matters and business-related issues in a confidential and professional matter.
- Ensure and maintain an orderly, friendly, clean, and safe environment for staff and guests.
- Communicate effectively with patrons.
- Coordinate with maintenance staff and other park district staff to ensure proper communication and cooperation regarding shared materials and facilities.
- Communicate any accidents, safety concerns, maintenance issues, patron complaints, etc. to the Director of Recreation Services.
- Meet weekly with the Director of Recreation Services to communicate issues and requests related to the facility.
- Follow district and aquatics safety, personnel, and administrative policies, procedures, and ordinances.
- Assist with the planning and implementation of special events at the waterpark.
- Attend required trainings.
- Substitute as a manager when needed.
- Follows dress code.
- Check petty cash banks and obtain change as needed.
- Respond to patron injuries and comments in a timely fashion.
- Jointly evaluate staff at the end of the season with the Director of Recreation Services.
- Maintain open communication between aquatic staff and the organization as a whole.
- Maintain continuity on processes and procedures amongst aquatic staff and the organization.
- Must be available for pre-season set-up, operating season, and end of season clean up and paperwork.
- Assist with determining weather-related closures with the Director of Recreation Services.
- Carry out any other duties as assigned by the Director of Recreation Services.

## **Qualifications**

## **Requirements of Work**

Minimum of 2 years experience in an aquatic facility environment. Supervisory experience preferred. Strong computer skills in Word and Outlook. Excellent oral and written skills, strong organizational and project management skills are essential. Ability to analyze and report on data.

**Knowledge of**

- Aquatic operation
- Aquatic safety
- Liability and risk management practices

**Ability to -**

- Establish and maintain effective relationships with general public and staff, including difficult patrons
- Work independently, multi-task and allow for interruptions of work flow
- Multi-task and problem solve
- Address complaints and resolve concerns as needed in a professional matter.

**Skills in -**

- Proficiency in specialized software as needed.
- Microsoft office software
- Working knowledge of Active Network registration software
- Editing and proofreading skills
- Organization skills and attention to detail
- Creative, strategic, and analytical skills
- Interpersonal skills
- Customer service and team-oriented

**Special Requirements**

- High School diploma or equivalent
- Supervisory experience preferred
- Possession of valid driver's license
- Ellis & Associates Lifeguard Instructor Certificate or ability to receive upon hire.
- Lifeguard Certification or ability to receive upon hire.
- First Aid/CPR Certification or ability to receive upon hire.

**Working Conditions**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Requires flexibility of work schedule which may include days, nights, and weekends.
- Work is subject to indoor/outdoor environmental conditions.
- Requires regular lifting of light, medium, or heavy objects up to 50 pounds.
- May be exposed to chemicals and confined space areas.

If you are interested in applying, please send resume to Brittany Lynam, Director of Recreation - [blynam@wdparks.org](mailto:blynam@wdparks.org)

Or you can apply online through the Paycom link

<https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?job=117616&clientkey=05EB1538F9E63CC093CC2E4B1C176445>