



## **Full-Time Aquatics Coordinator**

### **Streamwood Park District**

**Contact Name:** Adam Vasquez

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**Contact Phone:**

**Closing Date:**

**Salary:** Starting at \$20.00 per hour DOQ

#### **Description:**

Apply online through Park District website:

<https://www.applitrack.com/streamwood/onlineapp/JobPostings/view.asp?FromAdmin=true&AppliTrackJobId=368>

#### **Job Summary**

Under the supervision of the Superintendent of Recreation Services, the Aquatics Coordinator is responsible for planning, organization, coordination and development of all aquatic programs and personnel. This is an at-will position.

Hours regularly scheduled:

Mondays/Wednesdays: 1:00pm-9:00pm

Tuesdays/Thursdays/Fridays: 8:30am-4:30pm

Occasional weekends as needed.

#### **Qualifications**

- Must have a High School Diploma or GED.
- Must be at least 18 years of age.
- AFO/CPO preferred.
- CPR and AED certified.
- WSI (Water Safety Instruction) certification.
- Certification as a StarGuard Lifeguard Instructor or comparable certification.
- Must have previous working experience in an aquatic related field.

#### **Essential Duties & Responsibilities**

##### **Pool Management**

- Supervise all aquatic program staff and lifeguards to ensure high-quality performance.
- Manage and oversee the park district swim lesson program.
- Plan, coordinate, and supervise special events at the pools.
- Create schedules and assign duties for staff, ensuring appropriate coverage.
- Address day-to-day issues, questions, and incidents from pool staff and the community.
- Request and manage supplies and equipment, submitting requests for approval.

- Maintain daily attendance records, accident forms, and pool chemical readings, submitting records as needed.
- Proactively manage safety and risk in the aquatic environment.
- Evaluate, train, and instruct pool staff, documenting progress and discipline warnings and timely submitting reports to the Superintendent of Recreation Services.
- Lead in-service training sessions for staff, including first aid and CPR courses.
- Enforce all pool rules to ensure patron and staff safety.
- Continuously assess and make recommendations for pool operations and programs.
- Ensure pool cleanliness and compliance with health and safety regulations.
- Be available for all other assigned duties and responsibilities.

### **Swim Lesson Management**

- Ensure all Swim Lesson Instructors arrive on time for work.
- Find a substitute or teach the class if a Swim Instructor does not show up for their scheduled shift.
- Ensure that the Swim Instructor is on time and attentive throughout the duration of the scheduled classes.
- Make Introductory speech at the beginning of each session.
- Answer all questions from parents regarding the swim lesson program.
- Handle and correct all complaints that may arise from the parents.
- Supervise the Swim Lesson instructors to ensure that they are teaching for the entire class time.
- Assist the Swim Lesson Instructor in the situation where there is a behavioral problem and/or there is a participant who is disrupting the class.
- Test students and place them into the proper levels of skill.
- Evaluate and correct the teaching style of the Swim Lesson Instructor, if needed.
- Ensure all cleaning is complete before allowing staff to go home.

### **Secondary Duties & Responsibilities**

- Foster enthusiasm and support for the Streamwood Park District.
- Maintain a customer service-oriented attitude.
- Adhere to Streamwood Park District policies and procedures.
- Clean and maintain the pool area to meet state and health requirements.
- Supervise swim lesson instructors to ensure effective teaching.
- Test and place students in appropriate skill levels.
- Evaluate and provide feedback on swim lesson instructor teaching styles.
- Create lessons plans for swim lesson programs.
- Address and resolve parent complaints and questions.
- Handle behavioral issues and disruptions during swim lessons.
- Supervise Lifeguards and Swim Lesson Instructors to ensure punctuality and attentiveness.
- Maintain organized records and reports.

### **Benefits**

- Health Insurance Coverage - Medical, Dental and Vision at employee paid premium of 80% / Employer paid premium of 20%
- Life Insurance 2x Salary - Paid by Employer
- IMRF eligible
- Annual PTO: 10 Vacation Days, 3 Floating Holidays, 3 Personal Days, 12 Sick Days
- Other benefits including Park Place Fitness Center, Open Gym or Aquatics Membership
- Discount on Facility Rentals

Apply early as recruiting will start soon. Streamwood Park District is an equal opportunity employer.

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