



Recreation Supervisor- Ice Arena/Aquatics

Oak Lawn Park District

Contact Name: Michael Sinkewich
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Closing Date:
Salary: 43,000+ DOQ

Description:

SUMMARY

The Recreation Supervisor is a full time, exempt position. This position will act as the program specialist for both Ice Arena and Aquatics programs. This position will plan and oversee all indoor and outdoor aquatics programming including, but not limited to swim lessons and water aerobics held at the Oak Lawn Park District outdoor pools and the local high school pools. This position will develop and implement programming for recreational "learn to skate" lessons, competitive figure skaters, hockey skills training, an adult hockey league, skating exhibitions and special events, while providing direction to skating staff consisting of skating professionals along with student teachers.

QUALIFICATIONS

- Bachelor's degree (4 year) in Recreation or related field required
- Certification in CPR/AED and First Aid or ability to obtain within 3 months required
- Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) certification or ability to obtain within 3 months required
- Pool/lifeguarding experience or ability to obtain preferred
- Basic Swim Instructor or Water Safety Instructor certification or ability to obtain preferred
- Computer skills including knowledge of Microsoft Office required
- Must be able to work independently with little or no supervision
- CPRP preferred

IMMEDIATE SUPERVISOR

Ice Arena General Manager

ESSENTIAL FUNCTIONS

- Planning, organizing and supervising ice arena programming as well as indoor and outdoor aquatics programs and special events
- Provide excellent customer service at all times
- Assists in employment recruitment, hiring, discipline, and evaluation of part time and seasonal staff
- Operate recreational software of the district for programming as required
- Conduct regular staff meetings and trainings as needed

- Schedule staff for indoor and outdoor aquatics programming and special events
- Assists with properly testing, reviewing and managing pool and splash pad water quality, including potentially working morning, nights, or weekends on a rotating shift
- Develop innovative instructional programming for swimming
- Work with the Skating Coordinator and staff to run a successful skating program
- Be present during ice skating group classes including mornings, evenings, and weekends as needed
- Organize competitions, ice shows/exhibitions, special workshops and camps at Ice Arena
- Set testing standards and procedures according to USFS and/or ISI guidelines
- Organize and implement adult hockey league at Ice Arena
- Work with marketing to develop all marketing materials and brochures for Ice Arena programming
- Develop and implement effective program equipment inspections at Aquatics and Ice Arena facilities
- Process staff payroll
- Assist filling in for absent staff as needed
- If a major economic event occurs that limits park district operations or forces a park district shut down and restricts employees from performing their normal job duties, they may be assigned to duties outside of their job description as warranted by the situation.
- Obeys and enforces District safety rules, regulations and procedures established by the safety program that is pertinent to the activities conducted by the department.
- Assist District in fulfilling agency's mission, vision, and strategic plan, including attending any related meetings or performing any related job duties.
- Work during mandatory Oak Lawn Park District holiday events.

MARGINAL FUNCTIONS

- Assist with Ice Arena, Aquatics, and Park District special events
- Attend facility staff meetings and any district trainings as required
- Observe and enforce the practical safety rules, regulations and procedures established by the safety program
- May need to skate/step on ice to monitor ice skating lessons, freestyle times, or assist with other ice skating events, maintenance, or operations
- Other duties as assigned

PHYSICAL CONSIDERATIONS

- Must be able to work 40 plus hours per week
- Must be able to work longer shifts in conjunction with special events, shows, and other park district events or as need arises
- Must be able to work very early in the morning or very late at night as needed
- Must be able to lift and carry at least 50 lbs.
- Must be able to work at desk in front of a computer for long periods
- Must be knowledgeable and able to handle chemicals safely when performing water tests

PSYCHOLOGICAL CONSIDERATIONS

- Must be able to work closely with co-workers
- Must be able to work well with the general public
- Must be able to work alone and unsupervised during extended portions of shifts
- Must be able to work in stressful situations, such as classes and competitions
- Must be able to work a varied schedule as required
- Must be able to work use good judgment in the absence of supervision

- Must resolve differences and problems that arise with patrons and employees
- May have to work under stressful situations when first aid or CPR is required

ENVIRONMENTAL CONSIDERATIONS

- Employee performs activities indoors and outdoors. Indoor environmental conditions may include lighting and temperature. Outdoor environmental conditions may include weather, wind, cold, heat, humidity, lightning, and rain
- Will be exposed to cold of the ice arena
- Will be exposed to quick temperature changes between the lobby and ice rink
- Must be able to work in an environment with high heat and humidity for aquatics
- Employee may be exposed to CRT rays while working at computer
- Employee may be involved in repetitive work (i.e. computer keyboarding, writing)
- Employee may be exposed to aquatics chemicals and fumes and will need to take action to properly control these with proper PPE

COGNITIVE CONSIDERATIONS

- Employee must have the ability to follow and give direction both oral and written
- Employee must possess time management and organization skills to effectively perform their job
- Employee must have ability to make judgments with respect to confidentiality of information and problem solving
- Employee must have good safety awareness and judgment in all aspects of this position
- Employee must possess computer skills including proficiency in word processing, spreadsheet, and database applications
- Employee must be able to work effectively with management and co-workers
- Employee must have the ability to support and work toward the Mission Statement of the Oak Lawn Park District.

To Apply: Please submit a Cover Letter and Resume to the Ice Arena General Manager Michael Sinkewich at msinkewich@olparks.com or drop off a copy at the Oak Lawn Ice Arena, 9320 S. Kenton Ave., Oak Lawn, IL 60453

Oak Lawn Park District is an equal opportunity employer. Employment with the Oak Lawn Park District is governed on the basis of merit, competence, and qualifications and will not be influenced in any manner by actual or perceived race, age, color, sex, religion, sexual orientation, veteran status, national origin, marital status, mental or physical disability or any other legally protected status. Those applicants requiring accommodations for the application and/or interview process should contact the Human Resources Manager.