



Aquatics Supervisor

Glenview Park District

Contact Name: Maggie Cunningham

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Contact Phone:

Closing Date: 2024-07-17

Salary: \$67,000 DOQ

Description:

JOB OPPORTUNITY with the Glenview Park District:

Aquatics Supervisor (full time, exempt)

“Recreate” a better life with a career in the field of Parks & Recreation!

JOB SUMMARY The Glenview Park District is proud to operate a dynamic and diverse aquatic program which includes 3 facilities: Splash Landings (a year-round indoor), Flick Pool (summer only outdoor), and Roosevelt Pool (summer only outdoor). Our aquatics department offers a wide variety of programs and activities including swim lessons, pool rentals/parties, outdoor food concessions, birthday parties, and other special events. In this fun and challenging role, you will be an important part of our aquatics team. This position will be work alongside the other Aquatic Supervisor and Manager of Aquatics in managing the Aquatics Department. This includes annual training, swim instructor and lifeguard certification classes, regular meetings of key part-time staff, in-services or other required/necessary trainings, facility management, lifeguarding, staffing (recruiting, training and evaluating) as needed.

JOB RESPONSIBILITIES

- Develops, organizes, monitors, and schedules all aspects of Starfish Aquatic Institute group and private swim lesson programming for both indoor and outdoor aquatic programming.
- Responsible for recruiting, hiring, onboarding, training and supervising the following positions group swim instructor, private swim instructor and swim lesson coordinators.
- Responsible for the development and implementation of special events at all three aquatic facilities.
- Responsible for managing customer inquiries, concerns and feedback for related to swim lessons and programming. Answers phone calls and emails from patrons and handles appropriately. Troubleshoot customer service issues that may arise.
- Assist in supervising the on-site supervision of all aquatic staff, managing facilities, preparing budgets, and implementing programs.

- Shares responsibility of recruiting, hiring, onboarding, training, mentoring, supervising, and leading lifeguard certification courses with Aquatic Supervisor and Manager of Aquatics year-round.

QUALIFICATIONS Qualified candidates should have the following qualifications and skills Education: Bachelor's degree in Recreation, Sports Management, Physical Education, Business Administration or related field. Will consider significant and material experience in lieu of formal education; Experience: Previous management, recreation programming or aquatic experience preferred; Certifications: Must be able to acquire the following certifications within: StarGuard Elite Lifeguard and Lifeguard Instructor Certifications (3 months), Starfish Aquatics Institute Swim Lesson (3 months); Valid Illinois driver's license required along with own source of reliable transportation.

SCHEDULING & PAY This is a full-time year-round position. Daily schedule will vary based on facility hours of operation and seasonal need, must be available to work nights and weekends based on program and facility needs. This position shares on-call responsibilities on a rotating bases and is expected to be on duty whenever the need exists. Target hiring range starts at \$67,000 dependent on qualifications.

BENEFITS WE OFFER In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage, PPO or HMO
- Prescription Coverage
- Dental Coverage
- Vision Insurance Program
- Life Insurance (basic & voluntary)
- Short- and Long-Term Disability (IMRF)
- Pension / Defined Benefit Plan (IMRF)
- 457 Plan / Defined Contribution Plan
- ROTH IRA & Flexible Spending Accounts
- Paid Holidays, Personal Days, Vacation, Sick Time
- Tuition Reimbursement
- Park District Facility Discounts and Usage Benefits

TO APPLY

Visit us at www.GlenviewParks.org – click on “Jobs” at the top of the page.

Application Deadline: July 17, 2024

*If interested, please apply early. Recruiting and interviewing will begin immediately.
The Glenview Park District is an Equal Opportunity Employer*