



## Recreation Supervisor Aquatics and Special Events Butterfield Park District

**Contact Name:** Anne Popek

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**Closing Date:**

**Salary:** \$37,440-\$47,840 (\$18.00-\$23.00 per hour)

### **Description:**

#### Summary:

- The Butterfield Park District is seeking an experienced, energetic, and creative individual to oversee the aquatic center (summer season operations). This position is responsible for efficient and effective operation of pool facilities, including personal management and training. Duties include all aquatics operations pre-season preparation and post season preparation (cleaning the pools, purchasing chemicals, and checking chemicals), including aquatics rentals (private rentals/splash parties), lifeguarding certification training, staff lifeguards/pool managers/ swim lesson instructors, swim lesson coordinators, and swim team coaches.
- This position is also responsible for implementing and coordinating all park district special events including Polar Express, Winter Wonderland, Breakfast with the Bunny, Family Fun Fest, Touch a Truck, Craft Fair, and others.
- Active Adult programming is also a responsibility of this position that includes day trips and implementing and coordinating programs.

#### Hours:

- The Recreation Supervisor shall have varying hours due to programs, special events, and aquatic facility operating hours.

#### Immediate Supervisor:

Superintendent of Recreation

#### Planning:

- Create, promote/market, develop, coordinate, lead and operate recreation program curriculum for the following areas:
- Aquatics lead, plan, and implement. Swim lessons, Swim Team, Aquatics Rentals (private & splash parties), and recruiting staff.
- Special Events lead, plan and implement (Family Fun Fest, Haunts Against Hunger Trunk or Treat, Santa's Wintery Wonderland, and Polar Express) and similar all district events activities, events, and services for our community.
- Active Adults lead, and plan day trips, and active adult programs.
- Prepare activity guide materials for Summer, Fall, and Winter/Spring recreation related programs.

- Excellent organizational skills. Ability to work independently under stressful conditions, including situations involving program participants, staff conflicts, and dissatisfied patrons.
- Be accessible during all recreation facility use to assist staff and private rentals as needed.
- Manage the swim lesson program which includes assigning and training instructors, creating lesson plans for each swim level, providing roster information for instructors, and generating class schedules. Monitor class enrollment; communicate with instructors regarding class changes, cancellations, and rescheduling.
- Purchase chemicals and oversee the chemical balance of the aquatic center.

#### Finance:

- Prepare and administer the annual budget for aquatics, special events, and active adult programs.
- Monitor revenue and expenses from our annual budget for active adult programs, special events, and aquatics programming.

#### Communications:

- Inform the Superintendent of Recreation and other staff members of all pertinent matters.
- Working knowledge of social media (Facebook) and promoting programs through all district emails, fliers, and other marketing avenues.
- Develop and maintain cooperative working relationships among staff members, program participants, public agencies, and community organizations.
- Attending PTO/PTA monthly or bi-monthly meetings.
- Maintain daily communication with staff and maintenance on events, schedules, and facility issues.

#### Personnel:

- Recruit, hire, train and evaluate all part time and seasonal personnel.
- Supervise all aquatic staff (pool managers, lifeguards, pool attendants, swim lesson coordinators, swim lessons instructors, and swim coaches).

#### Other Responsibilities & Functions:

- Attends all training and meetings as determined by the Executive Director.
- Enforces all rules, regulations and polices set up by the Butterfield Park District.
- Perform all job tasks within the rules and guidelines of the district's safety program.
- Working knowledge of Microsoft Office (MS Word, Outlook, Excel)
- Duties and Responsibilities included but not limited to analyzes, makes recommendations, and assists the Recreation Department regarding the quality of programming content, monitoring participation, and evaluating the success of program participants.
- Evaluate and give constructive feedback to program staff concerning leadership development, program activities, site specific protocol, and weekly curriculum.
- Support staff with concerns such as patron and parent issues, class structure, facility issues and supply needs.
- Teach CPR/First Aid when needed and maintain supplies.
- Must adhere to all safety policies, procedures, and perform other duties as assigned.

#### Education and Experience:

- B.A. or B.S. degree in Park and Recreation Management or related field, or equivalent combination of education and experience.
- A minimum of three (3) years' experience in aquatic facility management, special event programming, and active adult programming.
- Prior supervisory experience and proven track record of effective leadership skills required.

- StarGuard Elite lifeguard instructor certification must be obtained within 3 months of hire.
- Certified Pool Operator (CPO) to obtain within 1 year of employment.
- Must authorize and successfully undergo a criminal history background check pursuant to 70 ILCS 1205/8-23.

#### Compensation & Benefits:

- Full-time Non-Exempt hourly position.
- Target hiring range is \$37,440-\$47,840 (\$18.00-\$23.00 per hour), dependent upon qualifications and experience.
- Excellent benefit package, including health, dental, vision and IMRF. Continuing education and professional development memberships are supported.
- This position is open until filled. Please apply early as recruiting and interviewing will begin immediately. Apply by emailing Anne Popek your cover letter, and resume. Email is Anne@Butterfieldpd.com.
- A full job description will be provided during the interview process.