



Recreation Supervisor - Aquatics & Athletics

Village of Libertyville Recreation Department

Contact Name: Jennifer Houtz
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Contact Phone: 847-918-2012
Closing Date:
Salary: \$58,380-\$74,534 DOQ

Description:

Come join the Village of Libertyville! The Recreation Supervisor – Aquatics and Athletics is responsible for the overall planning, organization, and supervision of aquatics and athletics programs within the Recreation Department. This role oversees the safe operation of aquatic facilities, athletic programs, and events, ensuring all activities align with the department's mission of promoting active, healthy, and inclusive lifestyles for the community.

Hiring Range: \$58,380-\$74,534 DOQ

Benefits: IMRF eligible, health insurance including medical, dental, vision, life, flexible spending accounts for medical, dependent care, and commuter, optional 457 plan participation, paid holidays, paid vacation, sick leave and personal days, tuition reimbursement.

Education and Experience: Bachelor's degree in Recreation Management, Sports Administration, Kinesiology, or a related field AND three (3) years of experience in recreation/sports program supervision; OR an equivalent combination of education, training and experience. Certified Park and Recreation Professional (CPRP), Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification preferred. Illinois Driver's license required. CPR, First Aid and AED certifications within six (6) months of date of employment.

Preferred Knowledge and Skills:

- Supervise the operation of pools and aquatic facilities, including swim lessons, pool events, and open swim sessions.
- Coordinate, schedule, and oversee and expand athletic leagues, tournaments, and instructional sports programs for youth and adults.
- Recruit, train, and supervise aquatics and athletics staff, including lifeguards, coaches, and program coordinators.
- Collaborate with community members and stakeholders to develop and enhance aquatics and athletics programs including marketing efforts, social media, print materials, etc.
- Manage program budgets, including tracking expenses, purchasing equipment, and preparing reports for senior management.

- Oversee routine maintenance and inspection of aquatic and athletic facilities to ensure safety, cleanliness, and compliance with regulations.

How to Apply: Please submit your cover letter, resume, and three professional references with the subject line "Recreation Supervisor" via email to Jeni Houtz, Human Resources Manager, at jhoutz@libertyville.com.

The Village of Libertyville is an Equal Opportunity Employer. Full Job Description available upon request.