



## Aquatic and Youth Programs Supervisor

### St. Charles Park District

**Contact Name:** Rosie Edwards

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**Contact Phone:** 630-513-4334

**Closing Date:**

**Salary:** Starting at \$60,830, DOQ

#### **Description:**

**Summary:** The St. Charles Park District is seeking a self-motivated, safety-minded and team oriented individual to oversee the operations of Otter Cove Aquatic Park, program for youth special interest, and lead various special events. This position is supervised by the Assistant Superintendent of Recreation.

To apply and view the job posting

visit: <https://www.paycomonline.net/v4/ats/web.php/jobs/ViewJobDetails?clientkey=6D88A7DCAD53F54476B6B6F5A754DB5B&job=161081&jpt=>

**Required Knowledge, Skills & Experience:** Extensive specialized training or two years of secondary education is required. Have an understanding of organizational methods and customer and public relations skills. Knowledge of youth recreation programs, special events, aquatic programming, scheduling and management procedures. Ability to interpret facility needs and schedule staff efficiently. Understand Park District finances and the ability to apply and interpret the knowledge in practical situations related to registration and facility use/rental. Ability to complete work accurately and timely. A valid Illinois State Driver's License is required. Maintain current CPR/AED/First Aid Instructor Certification or obtain instructor certification within 30 days of hire is required. Maintain Lifeguard Instructor certifications and Certified Pool Operator (CPO) within 30 days of hire. Obtain and maintain Food Service Sanitation Manager Certificate within one year of hire.

**Preferred Knowledge, Skills & Experience:** A bachelor's degree in Recreation, Education or a related field is preferred. CPRP or ability to become a CPRP is preferred. One to three years and some supervisory experience as Manager of an outdoor aquatic facility. Supervision of aquatic programs, face-to-face experience leading recreation programs and participation in special event delivery.

#### **Essential Functions**

##### **Park District Cornerstones**

- o Follow all departmental safety rules that pertain to the duties performed and support all aspects of Park District's safety and risk management program.
- o Work cooperatively and collaboratively with residents, colleagues, the public, PDRMA and other

agencies or organizations as delegated.

- o Recommends improvements and efficiencies to better accomplish individual and district goals in the best interests of the St. Charles Park District community.
- o Comply with park district policies and administrative procedures.
- o Effectively communicate both orally and in writing.

### **Responsibilities**

- o Supervise maintenance, operation, training, staffing and scheduling of Otter Cove Aquatics Park and any other assigned facilities and program sites.
- o Develop, organize, promote and implement aquatic programs, youth programs and special events.
- o Assess needs of the community, recommend modifications and implement new programs.
- o Resolve problems with staff members and patrons in a sensitive and mature manner.
- o Operate office equipment
- o Provide instruction to personnel, including: food safety, lifeguarding, first aid and CPR/AED.
- o Work weekends and evenings as assigned.

### **Administrative**

- o Develop goals, objectives and operating procedures for areas of responsibility.
- o Monitor and coordinate fiscal control procedures for areas of responsibility.
- o Assist with the annual budget for assigned programs and activities.
- o Purchase supplies and equipment as needed per District policy.
- o Create, instruct and document necessary staff trainings.
- o Prepare and submit records and reports (including attendance, payroll, etc.) and make presentations as required.
- o Execute emergency procedures and facility evacuation, as necessary.
- o Serve as a liaison with local government agencies, news media, IPRA, parent organizations, vendors, independent contractors and community groups.

### **Supervisory**

- o In consultation with your immediate supervisor, exercise supervisory authority and judgement on an on-going basis related to subordinate employees reporting directly to you, in matters including development of job descriptions, hiring, lay-offs, compensating within approved budgeted parameters and disciplinary action, up to and including termination, in compliance with Park District policies and procedures.
- o Exercise independent supervisory authority and judgement on an on-going basis related to subordinate employees reporting directly to you, in matters including, but not limited to employee training, scheduling, assigning, directing and overseeing completion of work assignments and employee performance evaluation.

### **Marginal Functions of the Position or Role**

- o Lead and assist with special projects and events.
- o Serve on internal Park District Committee/Team upon request.
- o Perform all other duties as assigned.

### **Benefits**

- o Health Insurance coverage or Health Insurance Waiver Incentive
- o Dental Insurance – paid 100% by the District
- o Vision Insurance - paid 100% by the District
- o Life Insurance and AD&D coverage of 2x the employee's salary, paired with a dependent package, paid 100% by the District
- o Time Off: The Park District provides all full-time employees with paid sick, personal and vacation days in accordance with the Park District's sick, personal and vacation policies, rules, and

regulations.

- o Retirement: Illinois Municipal Retirement Fund (IMRF) pension plan
  - o Includes Short-Term & Long-Term Disability Benefit
- o Voluntary Benefits
  - o 457 Deferred Compensation Plans
  - o Flexible Spending Accounts
  - o Dependent Care Account
  - o Commuter Benefit Account
  - o Supplemental Life Insurance
  - o Supplemental Indemnity Insurance (Aflac)
- o Additional District Incentives
  - o Wellness Program
  - o Paid Training and Tuition Reimbursement
  - o Discounts for Programs and free Admission to Facilities