



## **Aquatics Supervisor**

Mt. Prospect Park District

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**Closing Date:**

**Salary:** \$45,500-\$52,000

### **Description:**

Incorporated in 1955 and encompassing more than 454 acres, the Mt. Prospect Park District provides outstanding recreational programs, events, parks, facilities and services. With seven primary facilities and 27 neighborhood parks, the Park District is an integral part of a thriving multi-generational community. District open space includes two outdoor pools, biking and walking paths, a dog park and sizable space for outdoor athletic programming. The District covers over 11 square miles and serves a region of over a quarter million residents in Mount Prospect and surrounding communities.

We have an exciting opportunity for a full-time Aquatics Supervisor to join our dynamic Recreation Team! Reporting to the Aquatics Manager, the Aquatics Supervisor is responsible for the development, management and promotion of the aquatic facilities at the District's RecPlex, Big Surf, and Meadows Pools. Responsibilities include membership oversight, recruiting and training staff, purchasing and maintaining equipment and supplies, setting schedules, payroll, facility operations, and other administrative duties.

Please follow this link for more more information and to apply:

<https://www.applitrack.com/mppd/onlineapp/default.aspx?Category=Aquatics>

Candidates must hold and maintain a valid driver's license and be able to successfully pass a pre-employment physical with a drug screen, and a criminal background check. The targeted annualized starting salary range is \$45,500 to \$52,000. Plus, we offer a generous benefits package including Blue Cross Blue Shield health insurance (or health insurance opt out payment), employer paid HRA benefits, employer paid premiums for Principal dental insurance, IMRF pension benefits (Illinois Municipal Retirement Fund), employer paid premiums for Principal short-term disability, life insurance and AD&D, VSP-vision discount program, Principal 457 deferred compensation plan, paid time off, cell phone stipend, commitment to ongoing employee education and training, and park district facility discounts and usage benefits.

### **ESSENTIAL DUTIES:**

Provide direct on-site supervision of aquatics facilities.

Directly supervise lifeguards, pool managers, cashiers and raft attendants.

Recruit candidates for part-time and contractual employment, review applications, interview, select and recommend candidates for employment.

Design and conduct training, develop work schedules, and supervise and evaluate part-time employees.

Work cooperatively with the Aquatics Manager to offer swim lessons, swim team, and special events. Manage birthday parties and rentals at aquatics facilities.

Responsible for regular monitoring of memberships and reservation revenue, expenses and attendance figures for aquatics facilities and special events.

Be proficient with all Park District policies and procedures.

Instruct Lifeguard Certification classes as needed.

Maintain, review and implement American Red Cross Audits.

Work with the Superintendent of Recreation and the Aquatics Manager in the development of aquatics operations and capital improvement budgets. Administer expenditures of budgetary funds as approved by the Board of Commissioners.

Prepare, maintain and submit correct payroll for part-time employees.

Research and recommend equipment and supply purchases.

Maintain and update risk management and safety procedures and records for areas of responsibility.

Enforce all state and local laws/guidelines as well as Park District rules and policies.

Manage customer relationships and provide outstanding customer service.

Coordinate Park District brochure copy including data entry, proofreading, and database updates pertaining to aquatics facilities.

Prepare regular monthly board reports and departmental reports for areas of supervision.

Collect, review, analyze, report and recommend best practices based on participant feedback.

Collect, input and update standard operating procedures/manuals/guidelines.

Work with the Aquatics Manager to coordinate the aquatics needs of the community.

Establish relationships and network with outside organizations.

**SECONDARY DUTIES:**

Assist in the development and implementation of special events.

Serve on Park District committees as assigned.

Perform additional duties as assigned which may be considered essential.

Perform all other duties as assigned by the Aquatics Manager, Superintendent of Recreation, Director of Recreation, and/or the Executive Director. However, in an emergency perform all duties as required.

**QUALIFICATIONS:**

Bachelor's Degree in Recreation Administration/Leisure Studies or related field, or equivalent combination of education and experience. CPRP preferred. Minimum of 2 years supervisory experience in the recreation industry. Prior experience in an aquatics environment required.

Current American Red Cross Lifeguard Certification or ability to obtain certification within the first month of employment.

American Red Cross Lifeguard Instructor Certification or ability to obtain certification within the first 90 days of employment.

Must possess a valid driver's license.

Must be proficient in MS Office, Google Workspace, database software, internet and website portals.

Must possess sound budgetary skills.

Strong oral and written communication skills are required. Must be able to communicate effectively with others to allow for coordination of work, safety and in emergency situations as needed.

Possess a high level of energy, social skills, initiative and enthusiasm. Must be able to work cooperatively with others.

Must demonstrate good judgment and discretion.

The Aquatics Supervisor will be sitting, standing and lifting throughout the day. Must be able to lift 150-pound person from the water. Must be able to perform tasks that require walking, bending, stooping, kneeling, climbing and reaching. Additionally, the Aquatics Supervisor will be exposed to weather conditions including water, sun, high humidity, and excessive heat and cold. The general indoor work area is a smoke-free environment with controlled temperature and fluorescent lighting. Exposure to noise distractions from employees or equipment operation in adjacent work areas. May be exposed to pool chemicals and cleaning materials.

The Mt. Prospect Park District is an Equal Opportunity Employer.