



## **Recreation Specialist - Aquatics**

### Village of Hawthorn Woods

**Contact Name:** Katreina Koprowski

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**Closing Date:**

**Salary:** \$54,300 - 66,000 depending on qualifications

#### **Description:**

The Recreation Specialist – Aquatics is responsible for managing all activities and operations of the Hawthorn Woods Aquatic Center, developing and planning new recreation programs for all ages, managing facility and park rentals, and assisting with current operations of the department including village activities and special events. Responsibilities include staff supervision, customer service, reporting, purchasing, and equipment management. The ideal candidate will work well in a team environment, have creative programming ideas, demonstrate the ability to multi-task, and be able to effectively lead a team of part-time staff. This is a full-time, salaried, exempt position requiring some evening and weekend hours.

#### **Qualifications**

**Education:** Bachelor's Degree in Parks & Recreation, Leisure Studies, or related field. **Experience:** 1-3 years of experience in recreation programming or aquatic management (or sufficient combination of education and experience).

**Certifications:** First Aid and CPR certification; possess a valid driver's license; must be a certified lifeguard or willing to obtain; certified lifeguard instructor preferred; possesses an AFO or CPO certificate or willing to obtain; Certified Park and Recreation Professional (CPRP) designation preferred.

#### **Benefits**

The Village of Hawthorn Woods provides a comprehensive benefits package, including IMRF, health, dental, and vision insurance, 457 retirement plans, flexible spending accounts, health savings accounts, paid time off, and holidays.

#### **Apply**

Visit [www.vhw.org/jobs](http://www.vhw.org/jobs) to view the complete job description. Submit your resume and completed official Village job application to [kkoprowski@vhw.org](mailto:kkoprowski@vhw.org). We are proud of our dedicated and exceptional staff and welcome your application to join our team.