



Recreation Supervisor - Aquatics & Facilities

Batavia Park District

Contact Name: Lynn Boerman

Contact E-mail: lynnb@bataviaparks.org

Contact Phone: 630-389-2015

Closing Date:

Salary: \$51,500 - \$56,500

Description:

About Us:

The Batavia Park District has been named one of the **2024 Top Workplaces by the Chicago Tribune!** Our mission statement is committed to providing fun, safe and innovative open space and recreational opportunities that will enrich the quality of life for our residents.

Apply and join our talented team!

The Batavia Park District was established in 1969 through voter referendum. Since its establishment, the Park District maintains and operates approximately 400 acres, comprised of 40 sites, an in-line skating/skateboarding park, a unique aquatic facility, a museum and a multitude of baseball and soccer fields and tennis and basketball courts. The Park District offers nearly 2,000 programs each year and serves roughly 95,000 participants through various recreational, arts, and environmental programs. Vibrant and charming, Batavia's Riverwalk (named one of the Midwest region's "Top 10" by the Chicago Tribune) is known for being a unique recreational area in the downtown area. The Batavia Park District is committed to excellence and is a leader in providing leisure experiences that enhance the quality of life for our community.

Job Summary:

Responsible for the development, project and staff management and execution of special events, managing the daily operations of recreation facilities including facility rentals/ Building Supervisors, athletic/contractual programming, as well as daily operations of the Hall Quarry Beach.

Essential Functions:

1. Responsible for the hiring, training, scheduling, time card approval, evaluation and supervision of the Quarry and Building Supervisor staff.
2. Manage the rental of facilities which includes the review and approval of all facility reservations, meeting with prospective renters and explaining facility rental procedures.
3. Maintain daily communication with Building Supervisors and maintenance on events, schedules and facility issues.
4. Be accessible during all recreation facility use to assist staff and private rentals as needed.
5. Research current trends in special events and aquatics programming. Introduce new activities, equipment and resources to staff and customers.

6. Manage the operation of summer seasonal facilities by hiring, training, scheduling and supervising lifeguards, lifeguard managers, cashiers and custodial staff.
7. 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.
8. Manage the Fox River Trail reservations which include the review and approval of all reservations, talking and/or meeting with prospective patrons showing and explanation of reservation procedures.
9. Monitor class enrollment; communicate with instructors and Marketing Department regarding class changes, cancellations and rescheduling.
10. Oversee the chemical balance of the Quarry which includes sending water samples to the State.
11. Responsible for balanced daily bank deposits and daily financial operations of the Quarry facility.
12. Support staff with concerns such as patron and parent issues, class structure, facility issues and supply needs.
13. Manage special events which include developing and managing the budget, coordinating the logistics, booking entertainment, arranging staff support, working with the Marketing Department to promote events and find sponsorships, creating supply lists, event time lines, gathering supplies and confirming vendors.
14. Teach CPR/First Aid when needed and maintain supplies.
15. Responsible for developing athletic/contractual classes and events, including: preparing contracts, researching new trends and ideas and coordinating all logistics of the pet program or event.
16. Work with the Marketing Department to promote classes through press releases, social media our website, e-blasts, fliers and other marketing avenues.
17. Assist with volunteer recruitment and training for utilization at special events.
18. Conduct a program analysis each season to review enrollment numbers, cancelled programs, program successes, opportunities, need for changes and evaluation feedback.
19. Responsible for creating and adhering to budgets for programs and events.
20. Manage assigned contractual services (e.g. first aid)
21. Perform all job and tasks within guidelines and rules of District's safety program.

Education and Experience:

This position requires a Bachelor's degree in Parks and Recreation or related field and two years of experience in recreation management. Star Guard lifeguard instructor obtained within 90 days of hire. Supervisor must obtain a Food Safety Manager certificate within 90 days of hire.

Knowledge, Skills, and Abilities:

1. First Aid/CPR certified.
2. General computer skills including email and knowledge of Microsoft Office and RecTrac.
3. Ability to establish and maintain effective working relationships with employees, vendors, contractors and the public.
4. Ability to communicate with public and patrons.
5. Understand and anticipate customer's needs as well as support a customer service environment.
6. Knowledge of effective time management techniques and ability to meet deadlines while managing day to day activities.
7. Must be resourceful and well organized.
8. Good knowledge of pertinent safety precautions and risk management procedures.

Physical Demands/Work Environment:

- This job is performed in a typical office environment and also outside, which includes hot, humid, and cold weather conditions.
- Prolonged standing during special events may be required.
- May be required to assist with physical set-up of recreation programs which may include bending, reaching, lifting and carrying items up to 30 lbs.

Scheduling, pay and benefits

Full-Time, Exempt position

Hours: M-F 8:30am - 4:30pm. Due to the nature of this position it is sometimes necessary to adjust work hours to include evenings or additional days during the week.

Pay Range: \$51,500 - \$56,500 DOQ

Excellent Benefit Package: IMRF pension/retirement plan, Paid days off (vacation, sick, personal, holidays & floating holidays), medical, dental and life insurance, salary compensatory, in-house park district activities for employee and family and much much more!

Equal Opportunity Employer