



Recreation Supervisor: Aquatics & Athletics

Carol Stream Park District

Contact Name: Kimberly Weigel

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Closing Date:

Salary: \$50,000 - \$60,000/year

Description:

Salary & Benefits:

- \$50,000 - \$60,000 per year

- Full benefits package including health insurance, IMRF pension, paid time off (10 vacation days, 10 sick days, 3 personal days, and 13 holidays), program discounts, and complimentary Fitness Center and Coral Cove Water Park memberships for you and your immediate family.

Hours:

40 hours a week, salaried. A combination of weekdays, nights, and weekends dependent on the needs of your areas of responsibility.

Position Summary:

The Recreation Supervisor is responsible for the development and management of aquatic programming, contractual sports, and select special events. This position also oversees general operations of Fountain View Recreation Center's Indoor Pool and Coral Cove Water Park. Through a contractual relationship, Jeff Ellis Management provides lifeguards, managers, and facility maintenance.

Essential Job Functions:

- Develop, implement, supervise, and evaluate swim lessons, swim team, aquatic events, contractual sports programs, middle school events, and Father's Day Fishing Derby.
- Oversee outdoor water park and indoor pool operations in collaboration with Jeff Ellis Management.
- Recruit, train, schedule, supervise, and evaluate staff (swim lesson instructors, swim team coaches, and water park cashiers) and volunteers.
- Coordinate and schedule facility usage for programming.
- Develop content for seasonal program guides, promotional materials, and reports.
- Ensure high quality programs and services by researching trends and innovations within the industry.
- Continuously review and improve procedures to maximize safety and efficiencies.
- Develop, maintain, and maximize program budgets; analyze financial reports.
- Promote excellent customer service relations with participants, contractors, and volunteers.

Qualifications:

- Bachelor's Degree in Recreation, Sports Management, or related field preferred.
- Minimum of three years related programmatic and supervisory experience, or an equivalent combination of education and experience preferred.
- Experience in aquatics programming is required.
- Strong leadership, organizational skills, and creativity.
- Detail-oriented with the ability to multi-task and problem-solve with minimal direction.
- Strong written and verbal communication skills. Able to interact and collaborate with all levels of employees.
- Experience with budget management.
- Experience with computer, office, and recreational equipment. Proficiency with Microsoft Office. Usage of ActiveNet registration software, Incode accounting software, and TimePro payroll software will be required.
- A valid Illinois drivers license is necessary. CPR & first aid certification will be required (and provided).
- Must successfully pass a post offer drug test, drivers abstract, and background check.

Please visit the "Job Opportunities" section of our website at www.csparks.org to complete an online application and upload your resume.

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