



Aquatics Director

Zion Park District

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Closing Date:

Salary: \$25-\$35 per hour

Description:

Are you an Aquatics professional with management experience in aquatic supervision, recreation program planning and operational duties. The Zion Park District is looking for you!!

We are currently looking for a part-time seasonal Aquatics Director to join our team.

The Aquatics Director is responsible for the organization, implementation and evaluation of aquatic programs for young children, teens, and the general public.

The responsibilities include, but are not limited to the following: hire, train, and evaluate the lifeguards, swim instructors, and admission staff to perform their duties to protect the pool facility; instruct the lifeguard staff to teach swimming lessons to young children and adults; hire all pool part-time employees; maintain pool chemistry and cleanliness to Lake County Health Department standards.

- Directs guard staff to do an effective job while supervising the pool.
- Enforces policies for the public and for staff.
- Establish guards' position/zone and rotations, facilitate staff training.
- Ensure compliance with the regulations of the Jeff Ellis aquatics safety program.
- Implement policies and procedures as required by the Zion Park District.
- Maintain a safe environment at aquatics facilities utilized by the Park District.
- Maintains daily logs for the district and Lake County Health Department. Maintains chlorine and pH levels.
- Responsible for Community Pass reports and balancing daily cash sheets.
- Coordinate special events and pool rentals and promote Park District programs and services.
- Must be able to work under stressful situations, have good public and staff relations.
- Must have excellent communication skills and demonstrate flexibility, versatility, creativity and innovation.
- The position requires schedule flexibility to accommodate for evening and weekend responsibilities

Must be 21 years or older. A minimum of 3 years' experience of head lifeguarding. Required Certifications: WSI (Water Safety Instructor), Current First-Aid and CPR. Must be able to obtain a Jeff Ellis Lifeguard Instructor Certification. Implement Zion Park District pool procedures and oversee

situations that arise at the pool.

Essential Functions:

- Maintain the facility in a clean and safe environment.
- Maintain swimming pool chemicals by Health Department standards (daily).
- Train, instruct and put into place daily responsibilities of the lifeguard staff (as needed).
- Physically demonstrate training skills by the Jeff Ellis program.
- Complete all written and computer reports monthly as required by supervisor.
- Supervise and evaluate all part-time staff that provide services to the pool facility.
- Demonstrate mature and professional qualities, dependability, promptness.
- Direct leadership of programs and participants
- Organize and implement the swimming lessons program.
- Purchase general materials for programs according to budget outline.
- Prepare daily cash reports, daily log reports, chemical reports, and daily checklist of pool facility, scheduling lifeguard staff, pool cashiers, and swim instructors.
- Attend staff meetings, workshops and trainings which would benefit the program.
- Monitor class rosters and class enrollment size on a continual basis.
- Knowledge of basic computer functions for cash controls and program listing.

Employees are responsible for understanding the importance of safety issues, rules, and policies.

- Some assignments would require exposure to a wide range of weather and environmental conditions.
- Report on safety conditions and recommendations.
- Work to achieve goals and objectives of the Safety Committee of Zion Park District.

This description is not intended as a complete list of specific duties and responsibilities nor is it intended to limit or modify the right of any supervisor to assign, direct and control the work of the employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of level of difficulty.

The Zion Park District is an Equal Opportunity Employer. All candidates will be evaluated based on their qualifications for the job in question. Federal and/or state law prohibits discrimination based on race, color, religion, sex, national origin, age, disability or any other protected status. Please advise us if any accommodation is required to assist you in doing your job.