



## **Aquatics Supervisor**

### **Glenview Park District**

**Contact Name:** Maggie Cunningham

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**Closing Date:**

**Salary:** 65,000-70,000

#### **Description:**

**JOB OPPORTUNITY with the Glenview Park District:**

**Aquatics Supervisor (Full-Time, Exempt)**

***“Recreate” a better life with a career in the field of Parks & Recreation!***

#### **JOB SUMMARY**

The Glenview Park District is proud to operate a dynamic and diverse aquatic program which includes three facilities: Splash Landings (a year-round, indoor facility), Flick Pool (summer only, outdoor facility) and Roosevelt Pool (summer only, outdoor facility). Our aquatics department offers a wide variety of programs and activities, including swim lessons, pool rentals/parties, outdoor food concessions, birthday parties and other special events. In this fun and challenging role, you will be an important part of our aquatics team. This position will be work alongside the other Aquatic Supervisor and Manager of Aquatics (supervisor and hiring manager) in managing the Aquatics Department. This includes annual training, swim instructor and lifeguard certification classes, regular meetings of key part-time staff, in-services or other required/necessary trainings, facility management, lifeguarding and staffing (recruiting, training and evaluating) as needed.

#### **JOB RESPONSIBILITIES**

- Develop, organize, monitor and schedule all aspects of Starfish Aquatic Institute group and private swim lesson programming for both indoor and outdoor aquatic programming
- Assist in supervising the on-site supervision of all aquatic staff, managing facilities, preparing budgets and implementing programs
- Recruit, hire, onboard, train and supervise the following positions: Group Swim Instructor, Private Swim Instructor and Swim Lesson Coordinators
- Lead lifeguard certification courses with Aquatic Supervisor and Manager of Aquatics year-round
- Answer phone calls and emails from patrons and handle appropriately; troubleshoot customer service issues that may arise
- Manage customer inquiries, concerns and feedback related to swim lessons and programming
- Develop and implement special events at all three aquatic facilities

#### **QUALIFICATIONS**

**Education:** Bachelor's Degree in Recreation, Sports Management, Physical Education, Business

Administration or related field. Will consider significant and material experience in lieu of formal education; **Experience:** Previous management, recreation programming or aquatic experience preferred; **Certifications:** Must be able to acquire the following certifications: StarGuard Elite Lifeguard and Lifeguard Instructor Certifications (within three (3) months), Starfish Aquatics Institute Swim Lesson (within three (3) months); valid Illinois driver's license required along with own source of reliable transportation.

### **SCHEDULING & PAY**

This is a full-time, year-round position. Daily schedule will vary based on facility hours of operation and seasonal need, must be available to work nights and weekends based on program and facility needs. This position shares on-call responsibilities on a rotating basis and is expected to be on duty whenever the need exists. The target hiring range is \$65,000-\$70,000, dependent on qualifications.

**BENEFITS WE OFFER:** In exchange for your time and talent, we offer a generous benefit package, including:

- Medical Coverage – PPO or HMO
- Dental Coverage
- Prescription Coverage
- Vision Coverage
- Life Insurance
- Short- and Long-Term Disability (IMRF)
- Short-Term Disability Supplemental (Aflac)
- Pension/Defined Benefit Plan (IMRF)
- 457 Plan/Defined Contribution Plan
- Paid Time Off & Paid Emergency Leave
- Tuition Reimbursement
- Professional Membership Dues Reimbursement
- Public Service Loan Forgiveness
- Park District Facility Discounts and Usage Benefits

### **APPLY ONLINE**

Visit us at [www.GlenviewParks.org](http://www.GlenviewParks.org) – click on “Jobs” at the top of the page.

*If interested, please apply early. Recruiting and interviewing will begin immediately.  
The Glenview Park District is an Equal Opportunity Employer*