



Recreation Supervisor

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 aquatic programming and operations at Fountain View Indoor Pool and Coral Cove Water Park. Lifeguards, managers, and maintenance services are employed by Jeff Ellis Management through a contractual agreement.

Essential Job Functions:

- Develop, supervise, and evaluate swim lessons, swim team, and aquatic events.
- Oversee outdoor water park and indoor pool operations in collaboration with Jeff Ellis Management. Act as a liaison to Jeff Ellis Management.
- Recruit, train, schedule, supervise, and evaluate staff (swim lesson instructors, swim team coaches, and water park cashiers) and volunteers.
- Manage lap swim and outdoor pool memberships, with a focus on member retention and new member acquisition.
- Coordinate and schedule facility usage to optimize programming opportunities.
- Initiate creative marketing plans to increase participation.
- Develop content for seasonal program guides, newsletters, general marketing collateral, social media, and reports.
- Develop, maintain, and maximize program budgets; analyze financial reports.
- Promote excellent customer service with participants, members, and other affiliates.
- Continuously review and improve procedures to maximize safety, quality, and efficiencies.

- Maintain a highly visible, hands-on leadership approach with regular presence in facilities and program areas.

Qualifications:

- Bachelor's Degree in Recreation or related field preferred.
- Minimum of two 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 and the ability to analyze data for planning purposes.
- Experience with computer, office, and recreational equipment.
- Proficiency with Microsoft Office. Usage of ActiveNet registration software, Incode accounting software, and TimePro payroll software, WhenToWork scheduling, Constant Contact digital marketing, Team Manager, Meet Manager, and Team Unify will be required.
- Able to balance the necessary hours in the office and onsite during programs and events in order to lead a highly effective team and operations.
- 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.