



Aquatic Supervisor

Des Plaines Park District

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Closing Date:
Salary: \$53,000-\$61,000

Description:
To apply, please visit dpparks.org and click the Jobs tab.

ABOUT US: The Des Plaines Park District, established in 1919, features more than 50 parks and facilities. As an Illinois Distinguished Accredited Agency, we service a culturally diverse and growing community with hundreds of affordable recreational and educational programs, classes, and events for kids, teens, adults, and families each season. "Enriching Lives Everyday" is our vision and our constant goal.

JOB IDENTIFICATION

Job Title: Aquatic Supervisor
Grade: 8
FLSA: Exempt
Department: Recreation

SUPERVISORY RELATIONSHIPS

Reports to: Aquatic Manager
Supervises: Swim School Instructors, Aqua Fitness Instructors, Facility Staff

BASIC FUNCTION

Under the direction and supervision of the Aquatic Manager, the Aquatics Supervisor is responsible for the administration and implementation of Swim School, and Aqua Fitness.

Regular Schedule: **Tuesday–Thursday: 12:00–8:30p, Friday: 11:00–7:30p and Saturday: 8:30a–5p.**

ESSENTIAL DUTIES

1. Develop and maintain Swim School operations.
2. Manage the budget and daily operation of all aquatic programs and special events.
3. Maintain accurate records of swim school-level placement and participant progress.
4. Recruit, select, train, supervise, mentor, and evaluate part-time and seasonal staff.

5. Create innovative aquatic programming opportunities and submit related seasonal brochure copy.
6. Prepare reports and evaluations for programs and staff.
7. Analyze participant evaluations and make adjustments, as needed.
8. Coordinate all promotional material for areas of responsibility and promote throughout the community.
9. Respond to all public inquiries. Provide quality customer service.
10. Ensure participant and staff safety. Enforce facility and program rules.
11. Respond to emergencies and complete all necessary reporting, fact-gathering and follow up.
12. Develop policies and operational procedures for staff and programs, following guidelines set forth by the District, IDPH, PDRMA, American Red Cross and all other related agencies.
13. Maintain inventory, research pricing, and purchase supplies and equipment for programs.
14. Facility manager on duty during scheduled evenings and weekends.
15. Maintain overall facility cleanliness.
16. Ability to work Tuesday–Thursday: 12:00–8:30p, Friday: 11:00–7:30p and Saturday: 8:30a–5p. Hours may vary depending on programming and season.

OTHER DUTIES

1. Teach swim school classes as needed.
2. Coordinate and assist with Special Events, including Fall Fest.
3. Assist with outdoor pool management.
4. Assist with party and group management.
5. Teach CPR Certification Classes.
6. Attend training sessions and meetings with other professionals.
7. Act as district liaison with related groups, local service organization(s) and schools.
8. Inform all staff of any changes in policy, procedures or rules handed down by supervisors.
9. Coordinate staff to direct patrons in the event of an emergency such as severe weather or fire.
10. Follow all safety policies and procedures as outlined in the Park District Safety and Crisis Manuals.
11. Perform additional duties as assigned.
12. Maintain cash control and supervise all bank deposits.
13. Member of a Park District committee as assigned.

POSITION QUALIFICATIONS

Education: Bachelor's Degree in recreation or related field, preferred.

Experience: Minimum of four (4) years of progressive aquatic experience; including swim school and lifeguard management. Minimum of one (1) year experience with American Red Cross program or ability to complete lifeguard training class within one (1) month hire date. Proficient computer skills including Microsoft applications and recreation-based software.

Certifications: International Pool and Water Park Lifeguard Training Instructor preferred. Certified CPR Instructor preferred. Certified Pool Operator preferred or ability to complete within 6 months of hire. Valid Illinois Driver's License.

PERKS & BENEFITS: FULL TIME STAFF

- Medical, Dental & Vision coverage
- Life insurance (basic & voluntary additional coverage)
- IMRF Defined Benefit Pension
- 457 Defined Contribution Plan
- Paid Time Off (sick, vacation, and personal)
- Medical Flexible Spending Account
- Health Savings Account with Employer Contribution (for applicable HDHP)

- Park District Facility & Program Discounts