



Aquatics Supervisor

Park District of Oak Park

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Closing Date:

Salary: \$51,309.00 - \$65,000.00 Salary/year

Description:

Overview:

The Aquatics Supervisor is a Full-Time Position. We offer competitive compensation with a hiring range of \$51,309 - \$60,000 based on experience and qualifications. Our benefit package includes medical, dental, vision, life insurance, flexible spending account, 457 plan(s), IMRF Pension, employee discounts, 10 vacation days, 8 1/2 holidays, 12 sick days and 5 personal days. The working schedule is Monday – Friday 8:30am-5:00pm, available during operational hours of two outdoor Aquatic Facilities and working nights and weekends for special events, seasonal training, and as needed. To apply online today click [here](#):

<https://www.paycomonline.net/v4/ats/web.php/portal/41D8300184906117978771C10E755DC6/jobs/684644>

Job Purpose:

The Aquatic Supervisor is responsible for development, management and continued growth of the aquatic programs, camps, special events, birthday parties, public swim sessions, rentals and facility operations. Additionally, oversees two outdoor pool facilities' operations, safety protocol and readiness and cleanliness. Position oversees Learn to Swim Coordinator, pool managers, head guards, lifeguards, swim lesson instructors, and custodians. Research, creation, implementation and evaluation of programs and operations.

Essential Functions:

- Plan, develop, implement, and evaluate Aquatic programs, facilities and services, including but not limited to: Learn to Swim, birthday parties, rentals, pool/rink camps, special events.
- Recruit, hire, train, schedule, supervise, complete payroll and evaluate performance of staff.
- Oversee all part time aquatic staff, providing leadership and guidance in the performance of their duties and responsibilities
- Research and develop new aquatic programs and services that can be offered year-round for all ages youth to adult.
- Responsible for ongoing evaluation of programs, services and facilities.
- Working with leadership staff, develops SMART program budget goals and evaluates, manages goals progress to completion.

- Working with leadership staff develop annual program budgets in line with cost recovery goals and is responsible to manage budget through annual cycle.
- Plan and lead a minimum of quarterly staff meetings and weekly/monthly staff meetings in the summer to ensure safety, implement procedures, and address strengths, weaknesses, opportunities and threats.
- Maintains a revenue generation mind-set and conducts cost benefit analysis, pricing reviews, program lifecycle audits, and leads staff in using financial systems to meet budgetary and financial goals.
- Leads facility operations ensuring operational safety, facility readiness and cleanliness.
- Plan and conduct weekly lifeguard in-service trainings.
- Plan and lead annual/preseason Ellis and Associates Lifeguard Certification courses for all lifeguards on staff.
- Plan and lead part-time seasonal leadership training for pool managers and head guards.
- Prepare and manage budgets, purchase requisitions and reconciliation of daily Point of Sale receipts.
- Through oversight of the Swim Lesson Coordinator Oversees the planning and delivery of aquatic programs, public swim sessions and special events.
- Develop and directs training for swim lesson instructors to ensure quality program delivery.
- Act as a leader, nurturing a team-oriented environment that promotes effective staff communication.
- Seek out customer input, investigates and acts upon requests, suggestions, and complaints concerning programs and services.
- Prepare and maintain required attendance, service, Ellis and Associates, IDPH, personnel and property (written or computerized) records.
- Coordinate with the Communications and Marketing Department to develop and guide the promotion, and efforts for pool programs, events and services, including brochure preparation.
- Make efficient and effective use of resources under his/her discretion.
- Prepare and monitor registration information through Amilia and manage waitlist, refunds and program transfers.
- Foster partnership with community and public/private sector organizations in support of the District's mission and act as the liaison with different community groups as assigned.
- Foster a working environment that promotes safe work habits and active participation in the agency's risk management program.

Additional Functions:

- Due to the needs of the Park District, evening and weekend hours will be required. Your work schedule will vary as responsibilities demand; your workweek will exceed 40 hours at times.
- Work with WSSRA to assist with the coordination and oversight of the inclusion of participants who have disabilities.
- Competitively prices and procures materials, supplies and services as outlined in Park District purchasing policies.
- Prepare and present routine and special reports as directed.
- Assistance required with special projects and events (i.e. Day in Our Village, Fall Fest, Frank Lloyd Wright Run, Winterfest, and Ice Show) serve on assigned committees upon request (i.e. Safety, Innovation, etc.)
- Attend Park Board meetings upon request to provide information or recommendations to the Commissioners as deemed necessary.
- Support the Program and Operations Manager of Gymnastics and Recreation Center as well as maintenance and operations staff.
- Survey customers for feedback and ideas.
- On call nights and weekends as needed.

Knowledge, Skills, and Work Experience Required:

- Bachelor's Degree (4 year) in Recreation or related field.
- Minimum 2 years of progressive work experience in the park, recreation, or aquatic industry.
- Minimum 2 years' supervisory experience.
- Certified Park and Recreation Professional or able to attain within two years
- Ellis and Associate's ILTP – Lifeguard Instructor Certification or able to attain within 3 months of employment.
- Starfish Aquatics Institute Swimming Instructor Certification or able to attain within 3 months of employment.
- Valid Illinois Driver's License. Pre-employment drug test required. This position is part of a random drug testing program. Good driving record.
- Knowledge and experience in Microsoft Office applications.
- Ability to multi-task workload.
- Oral and written communication skills.
- Organizational and interpersonal skills.
- Planning and problem solving skills.
- Customer service focus.
- Programming experience in a recreational setting.
- Knowledge of safety and risk management.

Work Environment, Physical Demands and Considerations:

- Engages systems that convey a favorable Park District image with the media, other Village agencies, and the public
- Demonstrates sound judgement in evaluating everyday operations as well as pressure type situations
- Creates harmonious team-oriented work environments
- Works effectively with internal and external customers, recognizes diverse opinions and needs, and maintains a positive working relationship with all employees.
- Maintains the highest standards of ethical conduct
- Frequently sitting, walking, standing and typing
- Occasionally climbing, balancing, bending, kneeling, crawling
- Strength Work requires handling average weight (up to 50 lbs.) materials or equipment
- Normal office conditions for majority of work. May include variation in temperature.
- May be exposed to occasional inclement weather, as position requires temporary outdoor work.
- May be exposed to chemicals such as cleaning materials, acids, glues, diatomaceous earth, and chlorine
- May include prolonged hours seated at a desk and of computer use
- May be exposed to occasional inclement weather as position may require outdoor work
- Ability to understand and carry out verbal and/or written instructions efficiently and effectively
- Ability to interpret early warning signals and communicate information
- Ability to involve others through informal networking and in decision making
- Ability to speak effectively to the public
- Math skills including measuring, calculating and estimating
- Ability to complete tasks without immediate supervision
- Ability to interpret and explain Department and District policies and procedures

Customers:

Internal: Employees of Park District

External: Patrons of Park District of Oak Park; residents of Oak Park, WSSRA, Partner Organizations including governmental and non-profit groups, and the Oak Park Business Community

This job description is not designed to cover or contain a comprehensive listing of activities, duties, functions or responsibilities that are required of the employee for this job. Duties, functions, activities or responsibilities may change at any time with or without notice.

The Park District is an Equal Opportunity Employer!