



## **Recreation Manager- Aquatics, Youth & Teen Programs** Lisle Park District

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**Closing Date:**

**Salary:** \$60,000-70,000 DOQ

### **Description:**

Must apply online at <https://lisleparkdistrict.bamboohr.com/careers/165?source=aWQ9MjM%3D>

This is a full-time salaried position offering health, dental, vision, and life insurance, generous paid time off (vacation, personal days, sick days and 10 paid holidays), IMRF pension and facility benefits such as free aquatic membership, free golf privileges, and discounts on programming.

### **Job Summary**

The Recreation Manager – Aquatics, Youth & Teen Programs oversees Sea Lion Aquatic Park, EDGE before- and after-school program, and teen programs. The position provides leadership in program implementation, staff supervision, budgeting, risk management, and customer service, while exercising independent judgment to ensure safe, effective operations and responsive service to patrons.

### **Primary Duties**

Major responsibilities include the following. Other responsibilities may be assigned.

1. Develops, implements and evaluates comprehensive short and long-term plans for aquatics, EDGE before-and after-school program, and teen programs.
2. Prepares and inputs annual budget estimates and projections, monitors revenue and administers expenditures for programs and services under area of responsibility.
3. Hires, trains, supervises and evaluates part-time and seasonal staff in accordance with the Lisle Park District Employee Handbook.
4. Oversees concession operation including ordering and tracking inventory, scheduling deliveries, pricing items and tracking sales, manually purchasing and stocking supplies.
5. Develops aquatic programs including open swim, lap swim, SEASPAR programs, swim team, swim lessons, aquatic fitness classes and aquatic special events.
6. Oversees and coordinates aquatic rentals, group outings, and birthday parties.
7. Performs in-house training of staff in compliance with PDRMA Aquatic Guidelines and Starguard Elite Lifeguard Training Program standards.
8. Seeks, interprets and implements input from patrons through regular public contact, surveys, and program evaluations.

9. Prepares and maintains necessary records, summaries, monthly reports, and other periodic and special reports.
10. Provides timely and adequate information for publicity and marketing of aquatics, EDGE before-and after-school program, and teen programs.
11. Purchases, inventories, maintains supplies and equipment for aquatics, EDGE before-and after-school program and teen programs within approved budgetary limits;. Selects and negotiates with vendors.
12. Develops and oversees a comprehensive risk management program for all aquatics, EDGE and teen programs staff. Serves on park district safety committee.
13. Volunteers at park district special events and local community events when needed.

### **Qualifications**

Requires expertise typically acquired through completion of a bachelor's degree in Parks and Recreation or a relevant area. Minimum of 3 years related work experience required.

- Certified Pool Operator or Aquatic Facility Operator required or ability to obtain.
- Food Service Safety Manager certification
- First Aid/CPR/AED certification
- Lifeguard Instructor License through Starguard Elite
- Certified Park and Recreation Professional preferred

Physical requirements include: good speaking, hearing and vision ability, excellent manual dexterity, ability to lift and carry up to 50 pounds occasionally. The ability to swim and be licensed in life saving techniques is required.

May require working overtime and attending evening community and other special interest group meetings. Will require occasionally working outdoors, especially during the summer season. Must be available to work nights and weekends based on program and facility needs.

Pay is based off previous experience. The target hiring range is \$60,000-70,000 and the wage scale for this position is \$56,678-85,017.52.

### **About Us**

Lisle Park District is a local government agency located 25 miles west of Chicago in DuPage County, Illinois. The Park District maintains 43 beautiful parks covering 397 acres and provides recreational programming. Major facilities include a community center, recreation center, Sea Lion Aquatic Park, River Bend Golf Club, and the Museums at Lisle Station Museum. Our vision is to be a place where everyone belongs.

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