



Program Supervisor - Aquatics & Special Events

Elmhurst Park District

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Closing Date:

Salary: \$58,656-\$67,000 DOQ

Description:

PLEASE APPLY AT: <https://elmhurstpark.bamboohr.com/careers/293>

WHO WE ARE: The Elmhurst Park District, established in 1920 and located 16 miles west of Chicago, provides parks, recreation facilities and programs to meet our mission of enriching lives while having fun! We serve residents of the Elmhurst community as well as residents of neighboring towns! We are looking for someone to join our team and be part of an organization that values being community focused, providing customer service excellence, working with integrity, having fun, and fostering belonging! Someone who will help us achieve our vision of becoming a national leader in providing parks and recreation experiences to our community.

We have an exciting **FULL-TIME** job opportunity as **Program Supervisor - Aquatics & Special Events!**

WHAT YOU'LL DO: As Program Supervisor, you will develop and manage operations at two outdoor swimming pools, and the recreation department special events. Responsibilities include but are not limited to:

- Recruit, hire, train and evaluate staff.
- Submit payroll and/or volunteer information accurately and in a timely manner.
- Prepare and monitor budget, and manage it within guidelines including accurate preparation and completion of financial paperwork.
- Ensure that employees are provided necessary training in usage of tools, equipment, machinery, and personal protective equipment.
- Maintain and comply with all Starguard, State of Illinois Health Department, and PDRMA rules and regulations to operate safe aquatics facilities.
- Inspect and evaluate all Aquatics facilities, equipment, and property to ensure appropriate levels of safety and cleanliness are maintained.
- Oversee management of outdoor pools, ensuring proper levels of safety and cleanliness.
- Plan, promote, implement, and evaluate programs on a seasonal basis.
- Prepare, edit and proof brochure copy and registration.

WHAT YOU'LL BRING:

- Bachelor's degree in Parks and Recreation or related field with 4 years experience in programming and 2 years supervisory experience.
- Ability to complete Starguard Lifeguard Instructor course and Starfish Swim School Instructor course.
- Valid IL Drivers License.
- Knowledge of theory and philosophy of recreation.
- Proficiency in computer word-processing and spreadsheet applications.
- Proven problem-solving, communication, organizational, customer service and management skills.

WHEN YOU'LL WORK:

- Monday - Friday, 8:30am – 5:00pm. Due to the varying nature of the work, some nights and weekends as needed for programming. Some flexibility with remote work and work hours.
- Flexible Schedule: Preparation for events, facility openings, and programs may require extended hours, particularly during preseason lifeguard training, the ramp-up to opening days at the outdoor pools, and throughout the aquatics season (Memorial Day weekend through Labor Day).
- You may need to work evenings and weekends to ensure staff and operations are successful.

WHAT YOU'LL GET:

- This position is classified under Pay Grade 5, with a salary range of \$58,656 to \$82,123. For internal equity and budgetary considerations, the anticipated starting range for this role is set at \$58,656 to \$67,000.

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

- Defined contribution medical insurance plan (5 plan options)
- Dental insurance plan
- Vision insurance plan
- District paid life insurance
- Participation in IMRF (retirement, disability, death benefits)
- Vacation days, personal days, sick leave and 9 paid holidays!
- Sick bank leave, paid parental leave and paid bereavement leave
- Employee Assistance Program (EAP)
- Two deferred compensation programs (VOYA & Nationwide)
- Voluntary Supplemental insurance coverage for short-term disability, accident, hospitalization
- Flexible spending accounts for unreimbursed medical and dependent care
- Free family Courts Plus Membership and Pool Passes!
- Free/discounted District programs, merchandise and concessions
- Educational assistance/tuition reimbursement
- Professional organizational membership
- Values Recognition Program
- Service Awards Program
- Employee social activities
- Credit Union (Central Credit Union of Illinois)