



## **Program Manager-Aquatics**

### Hoffman Estates Park District

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**Closing Date:**  
**Salary:** \$60,000-\$70,000

#### **Description:**

The Hoffman Estates Park District is excited to announce a professional opportunity within our Recreation Department. Our current Aquatics Program Manager is advancing in our agency and we're seeking an energetic, motivated professional who's passionate about aquatics and recreation to join our Hoffman Estates team!

The Program Manager – Aquatics is responsible for the overall leadership, management, and growth of two aquatic facilities: the indoor pool at The Club at Prairie Stone and the Seascape Family Aquatic Center. This position reports directly to the Superintendent of Recreation and plays a key role in shaping the district's aquatics strategy and customer experience.

We are looking for a creative and organized professional with proven results and strong organizational skills who will help drive our programs and services to reflect the standards of our award-winning District. HEParks stands unparalleled in the state of Illinois with both overall state and national accreditations combined with national Gold Medal awards.

HEParks represents a dynamic community with over 50,000 residents, boasting 900 acres of open space, and more than 80 parks. Among our amenities are two recreation centers, a two-sheet ice arena, the Seascape family aquatic center, an 18-hole golf course with a TopTracer facility, and a remarkable 100,000+ sq ft fitness center (The Club). We take pride in offering the very best in park district services and facilities.

We are seeking an energetic and dedicated professional to join our team of 75+ full-time staff. The Recreation Services Program Manager of Aquatics is responsible for developing, budgeting, promoting, and managing a variety of youth and adult aquatic programs. This position reports directly to the Superintendent of Recreation and provides leadership and supervision to part-time staff.

**Supervisory Responsibilities:** Directly supervise part-time aquatics staff, volunteers and work with outside contractors. Participate in hiring, training and onboarding staff; provide ongoing supervision, coaching and professional development; conducts performance reviews and corrective action as

needed; ensures staff compliance with policies, procedures and customer service standards; assists in the development of team goals and fosters a positive, inclusive work environment.

### **Essential Duties and Responsibilities:**

- Manages the operations and facility schedules of the Club at Prairie Stone- indoor pool and Seascope Family Aquatic Center. Maintains safe and clean aquatic facilities by enforcing all safety guidelines, conducting regular inspections, and addressing any maintenance issues promptly.
- Manages all aspects of the Seascope Family Aquatic Center and Indoor Pool aquatic parties/rentals, fields trips, and groups. This includes maintaining a schedule of events, appropriately staffing lifeguards/attendants, and ensuring all supplies ordered are properly available.
- Organizes, implements and evaluates a comprehensive selection of aquatic programs, events, and activities designed to meet the needs of the community.
- Recruits, hires, trains, supervises, terminates, schedules and evaluates all staff for programs, volunteers, and instructors.
- Trains and certifies approximately 80 seasonal and 25 year-round lifeguards in CPR, first aid, and water rescue skills as outlined by Star Guard, First Medic, and PDRMA. Develop and maintain ongoing, in-service training for Lifeguards, Swim Instructors, and Attendants.
- Maintains appropriate documentation of safety records, pool records, state reports, staff training, and staff certifications. Maintains required records of programs and facilities, fees and participation statistics as required.
- Coordinates with contracted concession operators at the Seascope Family Aquatic Center. Collaborates with contractors and vendors to ensure equipment and supplies are properly maintained,
- Prepares annual budget projections and monitors revenue and expenses in areas of responsibility.
- Prepares monthly board reports, bi-weekly payroll, program evaluations, annual reports, and any special reports requested by the Superintendent of Recreation Facilities.
- Prepares seasonal program guide information and creates publicity materials in cooperation with the marketing personnel.
- Evaluates the effectiveness of existing programs and submits recommendations for program development, changes and pricing structure to the Superintendent of Recreation Programs

**Position Requirements:** Graduate of a college or university accredited by the U.S. Department of Education with a bachelor's degree; minimum two (2) years related experience required in aquatic operation management; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities.

### **Required Skills/Abilities:**

- Demonstrate consistent attendance and on-time arrival.
- A valid Illinois driver's license is required.
- Must be able to read, write and speak in English.
- CPR/AED certification or be able to earn within 60 days.
- Star Guard Instructor Certification or ability to obtain certification within the first three (3) months.
- Certified Park and Recreation Professional preferred.
- Working knowledge of principles, practices, and objectives of youth and adult Aquatics programming and management, and community recreation.
- Must possess the ability to hire, organize, direct and lead the work of subordinate employees for program responsibilities.

- Must have good oral and written communication skills; ability to work with minimal supervision, to solve problems, and produce work on a timely basis.

**Classification:** Full-Time, Exempt

**Physical Requirements:** The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

- Required to sit, stand, walk, bend, climb stairs, twist, talk and hear; use hands and fingers to handle, feel or operate objects, tools, or controls and reach hands and arms.
- Occasionally required to walk on uneven grounds.
- Hand-eye coordination is necessary to operate computers and various pieces of office equipment.
- Specific vision abilities are required and include close vision and ability to adjust focus.
- May occasionally lift and/or move up to 25 pounds.

**Working Conditions:**

- Activities will take place indoors as well as outdoors.
- Driving to other park facilities will require the worker to be outside.
- Employees may be exposed to cleaning agents and toner chemicals.
- Position may require working in various weather conditions

**Scheduling and Pay:** This is a full-time, exempt position. The target hiring range is \$60,000-\$70,000 annually, depending on qualifications and experience. The standard schedule is Monday-Friday but includes weekend and evening hours, based on facility hours and programs.

**Benefits:** In exchange for your time and talent, we offer a generous benefit package with a high employer contribution toward employee insurance coverage and personal development opportunities.

Medical Coverage – PPO or HMO

Dental Coverage

Prescription Coverage

Vision Coverage

Life Insurance

Short- and Long-Term Disability (IMRF)

Short-Term Disability Supplemental (Aflac)

Pension/Defined Benefit Plan (IMRF)

457 Plan/Defined Contribution Plan

Paid Time Off

Professional Membership Dues Reimbursement

Park District Facility Discounts and Usage Benefits

**APPLICATION PROCEDURE**

All applicants must visit [www.heparks.org/general-information/jobs-2/](http://www.heparks.org/general-information/jobs-2/) and submit a complete application at

<https://www.paycomonline.net/v4/ats/web.php/portal/7E000DE8BA68EE33EB416631EB43F8E8/jobs/102610>.