



Aquatic Program Supervisor

Elk Grove Park District

Contact Name: Nick Kapetan

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Closing Date:

Salary: \$49,512 - \$57,339 DOE

Description:

All applicants must apply online at <https://elkgrovecparks.bamboohr.com/careers/327>

JOB SUMMARY

The Aquatics Programs Supervisor is responsible for the development, management, and promotion of the District's aquatics programs, classes, and special events at the Pavilion Aquatics Center and Rainbow Falls Waterpark. The Aquatics Programs Supervisor works closely with the Aquatics Manager and Aquatics Operations Supervisor to supervise all Aquatics Staff, Programs, and Facilities.

ESSENTIAL JOB FUNCTIONS

- Oversee the ongoing training and certification of all 50+ Aquatics Programs staff, including Swim Instructors, Aqua Camp Counselors, Swim Team Coaches, Special Events staff, and Aqua Wellness Instructors
- Using District software, create schedule for seasonal and year-round Aquatics Programs Staff
- Work with the Aquatics Manager and the Aquatics Operations Supervisor to recruit, hire, train, supervise and evaluate all Aquatics Employees
- Assist in the development of the aquatics program budgets, risk management procedures, and operational procedures for all aquatic facilities
- Responsible for creating, planning, implementing, supervising, and evaluating all instructional and recreational aquatics programs including all special events
- Prepare payroll for all aquatics programs staff, including time adjustments
- Manage pools during lap swim, open swim, swim team, and special events when scheduling conflicts arise or as deemed necessary by the Aquatics Manager
- Assist Aquatics Manager in preparing and editing seasonal brochures and District website for the aquatics department
- Assist Aquatics Manager in the implementation and enforcement of employee policies and procedures
- Develop detailed reports and analysis and make recommendations for continuous improvements
- Assist with community wide special events not specifically related to aquatics programming area

OTHER JOB FUNCTIONS

- Familiar with current water safety programs (i.e., Ellis / Red Cross / StarGuard)
- Lead and participate in organizational work teams.
- Perform the job safely and in compliance with district policies, procedures, work and safety rules
- Be familiar with the safe operation of any equipment necessary in accomplishing required tasks
- Maintain a commitment to the operation of safe and effective aquatics environment
- Go beyond the expected to provide exemplary customer service to patrons, including sharing information about the pool rules, EGPD programs, facilities, and events, and answering questions
- Other duties as assigned

SPECIAL CONSIDERATIONS

- Must work closely with co-workers
- Able to work under stressful situations when First Aid or CPR is required, including the ability to respond quickly and accurately to any and all emergencies
- Works in a wide range of weather conditions which can include cold, rain, and extreme heat
- Must be safety conscientious and use good judgment at all times

MINIMUM QUALIFICATIONS

- Strong written and verbal communication skills
- Knowledge of event planning and 4 basic strokes
- Ability to demonstrate effective decision making and problem solving skills
- Proficiency in Google Suite and Recreation Softwares, such as RecTrac, SubItUp, etc
- Organizational ability
- Good knowledge of pertinent safety precautions
- Ability to maintain positive and effective working relationships with other employees

EDUCATION AND EXPERIENCE

- Minimum Bachelor's degree in the area of recreation or related field or equivalent combination of school and work experience
- Experience with Swim Meet Operations and Swim Team coaching preferred
- StarGuard ELITE Lifeguard Instructor Certification or ability to obtain certification within the first 6 months of employment preferred
- Valid Illinois Driver's License
- Mandated Reporter Training or ability to obtain within the first 3 months

Elk Grove Park District is an Equal Opportunity Employer
Summary of Benefits