



## **Full-Time Aquatic Program Manager**

### **Oak Brook Park District**

**Contact Name:** Valerie Louthan  
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**Closing Date:**  
**Salary:** \$58,000-\$67,000

**Description:**  
**Full-Time, Exempt**  
**Pay range:** \$58,000-\$67,000

The Aquatic Program Manager is responsible for managing all aquatics programming, rentals and birthday parties. This includes swim lessons, swim teams, adult programs, aquatic special events and any new aquatic programming for the Park District. This dynamic role offers the opportunity to collaborate closely with a supportive aquatics team while enjoying flexibility to meet programming needs. Responsibilities include staffing, fiscal planning, program development, and ensuring exceptional customer service and safety across all aquatic activities. The position also leads the recruitment, training, and evaluation of part-time staff while managing key administrative functions such as payroll, registration, staff training, and marketing coordination. The Aquatic Program Manager plays a vital leadership role in creating safe, inclusive, and engaging aquatic experiences for the community while contributing to a positive, team-oriented work environment.

**Hours:**

The Aquatic Program Manager is a full-time, exempt position working a minimum of 40 hours per week. A typical work week will be Mon-Thu 10 am - 6:30 pm, with a 30-minute unpaid lunch break. The 8 additional hours will be completed Fri-Sun as dictated by programming needs.

**Essential Job Duties:**

- Manage all operational aspects of the Park District's aquatic programming and swim lessons. This includes scheduling, staffing, designing and executing the programs in a manner that strives to meet participation and revenue goals.
- Manage all aspects of Swim Central parties/rentals, including maintaining a schedule of events, appropriately staffing attendants and ensuring all supplies are properly available.
- Fill in as program instructor in the absence of scheduled instructor to maintain an uninterrupted schedule.
- Communicate with the Superintendent of Facilities and Aquatic Facility Manager regularly on Park District matters.
- Collaborate with the Superintendent of Facilities in planning and maintaining fiscal controls of the aquatic programming.

- Recruit, hire, train, and supervise all Splash Central part-time personnel for aquatic programming including, but not limited to: swim lesson instructors, swim team coaches, adult programming instructors and special event staff/volunteers.
- Assist in supervising the non-programming Splash Central staff in support of the Aquatic Facilities Manager as part of the Aquatic leadership staff.
- Oversee administrative functions of the swim team program, including registration; managing swim team accounts; maintaining appropriate records of all swim team meets, results, swim team member times and records; and scheduling swim team banquets, awards, and parties.
- Schedule, supervise, and direct the work of up to 50 part-time employees.
- Approve payroll for all staff directly reporting to this position.
- Prepare performance appraisals for staff directly reporting to this position, including termination paperwork when necessary. Coordinate and conduct all staff training in partnership with the Aquatic Facility Manager.
- Develop a regularly scheduled in-service swim lesson instructor training program. Assist Aquatic Manager in StarGuard Elite lifeguard training courses as needed.
- Take inventory of supplies and make appropriate purchases or recommendations for Swim Central and all aquatics programming.
- Manage operation of all Swim Central special events.
- Work with the Marketing Department to effectively market Swim Central programming and special events, ensuring the website is current and accurate.
- Contribute to development and submission of seasonal brochure copy to the Marketing Department.
- Demonstrate exceptional customer service skills in all communications.
- Be available for staff phone calls and emails.
- Support the District's safety initiative including adhering to policies and procedures, performing your job in a safe manner, attending required training, seeking additional training as needed, training and coaching your staff, promptly investigating and reporting accidents/incidents, and proactively addressing hazards in the workplace.
- Perform the job in compliance with District policies and procedures.
- Focus on welcoming diversity, encouraging inclusion and creating equity for all.
- Perform any duties as assigned by the Superintendent of Facilities, Deputy Director or Executive Director.

### **Education, Experience & Training:**

- Ideal candidate will have a Bachelor's Degree in Parks and Recreation and three (3) years of experience in a supervisory position with preference given to individuals with Parks and Recreation background – specifically in aquatics.
- Minimum of three (3) years of experience in customer service.
- Minimum of three (3) years of experience in program development/management.
- Basic knowledge of computers and Microsoft software products.
- Valid Illinois Driver's License.
- Certifications: CPR/AED, First Aid, StarGuard Lifeguard Instructor Certification, Certified Pool Operator or Aquatic Facility Operator preferred. Must have ability to acquire these certifications within 6 months of hire if not current.

### **Benefits Include:**

- Paid Time Off
- Medical, Dental, and Vision Insurance
- Medical and Dependent Care Flexible Spending Accounts Group Term Life & AD&D Insurance
- Voluntary Life Insurance

- IMRF Pension Plan
- Voluntary Long Term Care Insurance
- 457(b) Retirement Savings Plan
- Sick Bank
- Continuing Education Assistance
- Employee Assistance Program
- Central Park Campus Membership for you and your family members living in your household

**THE OAK BROOK PARK DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

Employment with the Park District is governed on the basis of merit, competence and qualifications and will not be influenced in any manner by race, age, color, sex, religion, veteran status, national origin, sexual orientation, disability or any other legally protected status. Those applicants requiring reasonable accommodation to the application and/or interview process should notify the ADA coordinator, Brian DeWolf, at (630) 645-9527.

**Bilingual Candidates Encouraged to Apply.**

**Interested applicants please apply here: [Aquatic Program Manager - Application](#)**