



## **Aquatics Coordinator**

### Village of Niles

**Contact Name:** Donna Dunn

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**Contact Phone:** 847-588-8004

**Closing Date:** 2026-06-02

**Salary:** \$60,646.00 to \$84,905.00

#### **Description:**

WE ARE HIRING! Join our team and become our new full-time **AQUATICS COORDINATOR** in the Village of Niles Family Fitness Center. Reporting to the Fitness Center Manager, this position is responsible for the daily operation of the swimming/lap pool, zero depth pool, sauna, whirlpool, water slide, and pump room, and works to fulfill the mission of the Family Fitness Center through the development, planning, and implementation of aquatics programming.

#### **Some info about the position...**

- Supervises part-time staff, including hiring, training, scheduling, evaluating, and discipline in coordination with the Fitness Center Manager.
- Develops and implements leisure programming, including Learn to Swim and swim lessons for adults and children, ensuring safety and quality programming.
- Coordinates and maintains the pool schedule and program registration for Learn to Swim, summer, and holiday aquatics programs.
- Supervises the daily operation of the swimming/lap pool, zero depth pool, whirlpool, sauna, water slide, and pump room.
- Develops, performs, and tracks in-service, chemical handling, CPR/first aid, and lifeguard training for aquatics staff.
- Monitors and manages chemicals and supplies needed for the daily operation of aquatic resources.
- Develops policies and procedures for safety and risk management within the Aquatics area; conducts ongoing risk assessments.
- Develops and recommends the annual aquatic budget; analyzes and creates monthly budget reports.

#### **Qualified candidates should...**

- Have a Bachelor's Degree in Recreation, Leisure Services, or a related field.
- Have at least two (2) years of experience in aquatics, pool management, and the supervision of personnel.
- Hold Red Cross Lifeguard Instructor and Red Cross CPR/First Aid Instructor certifications; CPO Certification required within six (6) months of hire.

- Demonstrate technical expertise in the operation of swimming pools, pool filtration systems, whirlpools, and saunas, and the safe handling of related chemicals.
- Be experienced in the development and implementation of aquatics programming.
- Exhibit excellent written, verbal, and interpersonal communication skills, and proficiency in Microsoft Office applications, and database or customer management systems.
- Be able to frequently lift, carry, move, or push equipment, supplies, and furniture weighing up to 65 pounds.

### **Pay, benefits, and more...**

- Salary range is \$60,646 – \$84,905 per year (starting salary is typically no higher than the midpoint and is dependent on qualifications).
- Typical hours are Monday 8:30 a.m. – 5:00 p.m., Tuesday and Wednesday, 11:00 a.m.-7:30 p.m., Thursday 8:30 a.m. - 5:00 p.m., and Saturday 8:00 a.m. - 4:30 p.m.
- Paid leave.
- Health insurance.
- Illinois Municipal Retirement Fund (IMRF) pension and 457(b) retirement plans.
- Niles Fitness Membership and wellness program.

*It's possible here.* The Village of Niles strives to create a community and workplace where everyone feels welcomed. We care deeply about our residents and businesses, and we work hard on their behalf to keep making Niles better. Ready to join us? **APPLY NOW** by downloading an application from the Village's website and sending your application along with your resume in PDF format to [personnel@vniles.com](mailto:personnel@vniles.com). Applications will be accepted until June 2, 2026, at 5:00 p.m.

The Village of Niles is an Equal Opportunity Employer  
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