



## **Recreation Supervisor - Athletics & Aquatics**

Vernon Hills Park District

**Contact Name:** Shona Hedke

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**Closing Date:**

**Salary:** Hiring Range \$50,000-\$62,500/year

### **Description:**

#### **Recreation Supervisor - Athletics & Aquatics**

The Recreation Supervisor – Athletics & Aquatics is responsible for the planning, organization, and supervision of both athletic and aquatic operations and programming. This includes youth and adult sports leagues, field rentals, swim team coordination, aquatics programming at Lakeview Fitness and Turtle Creek Waterpark, and supervision of staff within these areas. This role is responsible for daily operations, program development, staff management, and ensuring quality service delivery aligned with the Park District's mission. The position requires availability during early mornings, evenings, weekends, and holidays.

**REPORTS TO:** Recreation Facilities Manager

### **QUALIFICATIONS**

Bachelor's degree in Parks & Recreation, Physical Education, or related field, is preferred with two years of relevant experience; or an equivalent combination of education and experience accepted (4 years combined education/experience).

Lifeguard Instructor (LGI), Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO), Aquatic CPR/AED (within 60 days), USA Swimming credentials (within 6 months), CPRP certification (as eligible per NRPA). Must possess CPR/AED and First Aid certification within 60 days of hire. Valid Illinois Class "D" driver's license is required. Must successfully complete a physical exam, drug screening, background check, and road test. Strong organizational, leadership, and communication skills are essential.

### **ESSENTIAL JOB FUNCTIONS**

- Plan and oversee youth and adult sports leagues, athletic & aquatic programs and events.
- Plan and implement aquatic programs, and Turtles Swim Team, acting as Head Coach when necessary. Develop schedules for programs, practices, and swim meets; maintain the swim team and Waterpark handbooks, rules, and web pages.

- Act as a liaison with British Swim School, local athletic and swim groups, affiliates, and leagues to strengthen partnerships.
- Schedule and manage athletic field reservations for local schools and organizations.
- Enforce cleaning, maintenance, and operational procedures at Turtle Creek Waterpark to ensure safety, cleanliness, and functionality.
- Assist in the recruitment, hiring, and training of new hires; supervise, and evaluate part-time staff, including conducting staff meetings as needed; conduct annual written evaluations and regular trainings.
- Serve as program instructor or provide instructional coverage by filling in for assigned programs and activities as needed to ensure continuity of services.
- Work with Park District SRA liaison to ensure inclusivity in Park District general programming.
- Prepare and monitor annual budgets and track revenue and expenses for areas of responsibility.
- Conduct regular program and event evaluations and implement improvements based on feedback.
- Collaborate with the Marketing Department to strategically market programs and events including to develop and proof promotional materials, including brochures, flyers, press releases, and social media content.
- Responsible for the implementation and administration of contractual agreements with performers and program providers.
- Act as liaison between the Park District and community partners during events. Design, execute, and evaluate programming based on participant needs solicited from the community through surveys participation in community outreach programs.

For Full Job Description and to apply, visit:

<https://www.paycomonline.net/v4/ats/web.php/portal/598E995E3E8EE1D1C2D429A67B9439C7/jobs/90108>