



## **Recreation and Aquatics Manager**

City of Palos Heights Parks & Recreation

**Contact Name:** Matt Fairbanks

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**Contact Phone:** 708-361-1807

**Closing Date:**

**Salary:** \$50,000 - \$60,000 dependent upon applicant qualifications

**Description:**

**Department:** Parks & Recreation

**Reports To:** Superintendent of Recreation & Superintendent of Facilities

The Recreation and Aquatics Manager is responsible for development, organization, coordination and administration of the comprehensive athletics/leagues, select recreation programs, special events and aquatics.

The Recreation and Aquatics Manager is in charge of the planning, hiring, training, budgets, implementation and supervision of all staff, volunteers and independent contractors required to complete the tasks within the recreational programs, special events and aquatics offered.

**Ideal Candidate:**

- Organized, creative, collaborative, and service-oriented
- Strong leadership, communication, judgment, and problem-solving skills
- Able to balance administrative responsibilities with active programs and facility operations

**Essential Job Functions:**

- Develop, promote, manage, and evaluate youth/adult athletics, recreation programs, special events and pool.
- Hire, train, schedule, supervise, and evaluate lifeguards, pool staff, swim instructors, program staff, facility staff, and volunteers.
- Assist with annual recreation and aquatics budgets; monitor purchasing, payroll, and program resources.
- Prepare various reports and promotional content; support registration, customer service, and problem resolution.
- Promote safe operations and complete required incident/accident reporting.
- Prepares press releases, brochure listings, flyers and ads for assigned programs and special events.
- Provide outstanding customer service, including responding to customer questions and complaints.
- Lead the Power Play before and after-school program.

- Lead the Birthday Party Programming.

**\*\*Other duties may be required and assigned.**

**Qualifications:**

- Bachelor's degree in recreation or a closely related field; equivalent combinations of education, experience, and training may be considered.
- Minimum one year of supervisory experience.
- CPRP preferred or obtained within one year of hire.
- CPR/AED and First Aid certification within 90 days.
- Lifeguarding Instructor (LGI) within six months.
- CPO or AFO certification within one year of hire.
- Illinois Food Manager certification within one year of hire.
- Valid Illinois driver's license.
- Proficiency with Microsoft Office and recreation registration software (RecTrac preferred).

**Comprehensive Benefits Package:**

- Comprehensive medical insurance plans
- Dental and vision coverage options
- Short-term and long-term disability coverage
- Paid vacation, Personnel days, Sick time
- Illinois Municipal Retirement Fund (IMRF)
- Professional Development opportunities

This position is open until filled.

Please submit your resume, cover letter, 3 references (Including one (1) who has supervised you and one (1) reference you have supervised) to Director of Parks and Recreation, Matt Fairbanks at [mfairbanks@palosheights.org](mailto:mfairbanks@palosheights.org).