



Aquatics Coordinator

Village of Niles

Contact Name: Donna Dunn
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Closing Date: 2026-11-03
Salary: \$60,646.00 to \$84,905.00

Description:

Aquatics Coordinator

Family Fitness Center

AT A GLANCE

SALARY: \$60,646 – \$84,905 (Starting salary, no higher than midpoint, DOQ)
SCHEDULE: Monday & Thursday 8:30 a.m. – 5:00 p.m.; Tuesday & Wednesday 11:00 a.m. – 7:30 p.m.; Saturday 8:00 a.m. – 4:30 p.m.
APPLY BY: November 3, 2026 at 5:00 p.m.

ABOUT THE ROLE

Join our team and become our new full-time Aquatics Coordinator at the Niles Family Fitness Center. Reporting to the Fitness Center Manager, this position is responsible for the daily operation of the lap pool, zero depth pool, sauna, whirlpool, water slide, and pump room, and works with the Center's other Coordinators to plan, develop, and deliver aquatics programming.

YOUR DAY TO DAY

- Hires, trains, schedules, evaluates, and supervises part-time aquatics staff.
- Oversees the daily operation of the pool, whirlpool, sauna, and water slide, and maintains the pool schedule.
- Runs the pool pump room, including backwashing the pool, monitoring chemical levels, and stocking chemicals and supplies.
- Develops Learn to Swim, swim lessons for all ages, and seasonal programs; coordinates registration and promotion.
- Leads lifeguard, CPR/first aid, chemical handling, and in-service training; sets safety and risk

management procedures.

- Prepares the annual aquatics budget and monthly budget reports; maintains required daily records.
- Responds to patron concerns and partners with Village departments, schools, and community groups on programming.
- Steps in to lifeguard during large events or periods of low staffing.

QUALIFICATIONS FOR SUCCESS

- Bachelor's degree in Recreation, Leisure Services, or a related field, plus 2+ years of experience in aquatics, pool management, and staff supervision.
- Current CPR/First Aid, Red Cross Lifeguard Instructor, and Red Cross CPR/First Aid Instructor certifications; CPO certification within six months of hire.
- Technical knowledge of pool filtration systems, whirlpools, saunas, and safe chemical handling, plus experience building aquatics programs.
- Excellent communication and interpersonal skills; proficiency with Microsoft Office and customer management systems.
- Keen attention to detail, sound judgment, and the ability to work independently or as part of a team.
- Flexibility to work evenings and weekends, lift up to 65 pounds, and enter the pool to assist with rescues.

The Village of Niles is an Equal Opportunity Employer

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