Assistant Aquatics Supervisor (Part Time - Regular Temporary)

Town of Normal

Contact Name: Hanna Razo
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Contact Phone: 309-454-9558
Closing Date:
Salary: $23/Hourly

Description:
Employee is expected to be able to work a 30-hour week mid February – April, a 40-hour week May –September and a 30-hour work week in October. Must be available to work weekends and holidays. Response to emergency call-in situations will be required.

*Hours are subject to change depending on duties of the job.

** Estimated start date will be February 2027.

Duties/Essential Job Functions:

- Oversight of daily pool operations.
- Assists the Aquatics & Special Events Supervisor in the training, and supervision of all necessary personnel.
- Coordinates scheduling of aquatics staff to provide proper program delivery with Pool Managers.
- Helps coordinate staff schedules and fill or adjust staffing gaps as needed to ensure proper facility coverage.
- Responsible for assisting with the supervision, assignment and scheduling of all staff as it pertains to programming (swim lessons, lifeguards, facility rentals, birthday parties).
- Must be able to read and comprehend relevant policies, operational procedures, safety guidelines or other guidelines/standards relevant to facility operations.
- Serve as public relations specialist (walk through facilities and get to know the public, answer patrons' questions, and address complaints as necessary)
- Ensure lifeguard standards are met and provide necessary training and/or testing. Hold weekly in-service trainings for all lifeguards. Maintain testing records and certification requirements.
- Perform and/or schedule regular maintenance to ensure clean, efficient, and safe operation of pool, deck area, and surrounding facilities.
- Responsible for cleanliness of the aquatic environments.
- Oversee and ensure the daily maintenance and operations of pools by monitoring pool chemistry and responding to emergencies.

- Operate point of sales system to include cash handling, cash registers, cash close-out responsibilities, to assist patrons with admissions, membership passes, activity sign up, concessions, rentals, etc.
- Assisting cashiers with helping customers, administering memberships, and answering questions.
- Assisting concession attendants with food preparation, sales, inventory tracking, and helping with customers.
- Must be able to work flexible hours and varied shifts including weekends and holidays (Memorial Day, 4th of July, Juneteenth, Labor Day).
- Assist with Special Events including Haunted Trail, OCR, 4th of July, Egg Hunts, etc.

Required Knowledge, Skill and Abilities:

- Must be responsible and dependable; reporting to work at the required time and maintaining a positive attendance record.
- Must be able to work outside for extended periods of time and in all kinds of weather.
- Must possess and maintain a valid Illinois driver's license.
- Must have good common sense and be able to understand and follow instructions and specifications.

Desirable Training and Experience:

- Successful completion of background check.
- Certification in First Aid, CPR and Ellis & Associates Lifeguard Training is preferred.
- Must be able to swim proficiently.
- Lifeguard Instructor Certification is required upon hiring.
- Must have clear verbal communication skills.
- At least 3 years previous aquatic experience including lifeguarding, lifeguard training, etc.
- Strong management skills including leadership and supervisory skills, decision-making, planning and organizing, adaptability/flexibility, and time management.
- Possess a basic understanding of water chemistry.
- Be able to communicate well with both public and staff – be tactful and approach them in a positive manner
- Enforce all aquatic facility policies, rules, and regulations. Must be comfortable dealing with conflict and difficult conversations.
- Demonstrate ability to deal with staff and public in a positive manner.
- Previous pool management experience or experience in an aquatic leadership position is desired.
- Experience with running trainings and carrying out aquatics or other related programming.
- Must be comfortable working with people of all ages and occasionally difficult work situations.
- Must be dependable, positive, confident, self-motivated, outgoing, energetic, and possess the ability to solve problems.
- Ability to maintain certification-level physical and mental readiness.
- Ability to lift, push and pull at least 50lbs and up to 100lbs.
- Ability to climb multiple flights of stairs.