Sunset Aquatic & Facility Manager

Geneva Park District

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Closing Date:
Salary: Hiring Range $60,500-$70,500

Description:
Position
Sunset Aquatics & Facility Manager

Summary:
Under the direction of the Superintendent of Recreation, the Sunset Aquatics & Facility Manager is responsible directly or indirectly for the planning, coordinating and supervision of all operational functions for the Sunset Community Center and Sunset/Mill Creek Pools . Programming responsibilities include, but are not limited to: Fitness/Health-Wellness, Aquatics/Swim Lessons, and assigned programmatic/special event responsibilities.

Supervisor:
The Sunset Aquatics & Facility Manager reports to the Superintendent of Recreation and the Executive Director.

Qualifications:
Graduate of a college or university with a minimum of a Bachelor's Degree in recreation administration or closely related field; three years full time experience in public recreation facility management; or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

Hours:
The Sunset Aquatics & Facility Manager shall have varying hours due to programs, special events and facility operating hours. Due to the varying nature of the work, evening and weekend hours of duty are expected.

Essential Functions:
Administration:
1. Maintain accurate and current records including personnel, payroll, daily attendance, daily receipts, memberships, registration, inventory and schedules, and other miscellaneous statistics as necessary for the operation and management of the Sunset Community Center and Sunset/Mill Creek Pools.

2. Evaluate the effectiveness of services provided and make recommendations on modifications of existing services and the introduction of new services.
3. Prepare annual and special reports in relationship to all the Sunset Community Center and Sunset/Mill Creek Pools.
4. Implement operating procedures established by the Superintendent of Recreation, Executive Director and the Board of Commissioners.
5. Oversee the operations of the Sunset Community Center and Sunset/Mill Creek Pools during operating hours in accordance with the policies established by the Superintendent of Recreation, Executive Director and the Board of Commissioners.
6. Oversee the completion of all front desk operations including computer work, filing and inventory of supplies.
7. Oversee registration services provided through the Sunset Community Center front desk.
8. Oversee the scheduling and rental operations of Sunset Community Center and Sunset/Mill Creek Pools.
9. Review and recommend the need for replacement of all equipment.
10. Other duties as assigned.

Finance:
1. Prepare and administer the annual budget for the Sunset Community Center, Fitness Center, Sunset/Mill Creek Pools, Fitness Programs, and special events. Authorization of budget and expense is through the Superintendent of Recreation.

Communications:
1. Inform the Superintendent of Recreation and other staff members of all pertinent matters.
2. Establish internal communication of the staff at Sunset Community Center and Sunset/Mill Creek Pools.
3. Coordinate with the Marketing & Sponsorship Manager to promote assigned facilities, programs, and events.
4. Develop and maintain cooperative working relationships among staff members, program participants, public agencies and community organizations.

Personnel:
1. Oversee recruitment, hiring, training, scheduling, and evaluation of staff for assigned facilities and events.
2. Supervise the Sunset Customer Service Manager, Aquatics & Fitness Coordinator, and custodians.
3. Oversee work schedules of all assigned full-time and part-time personnel.
4. Conduct staff meetings and/or in-service training programs on a regular basis.

Planning:
1. Maintain an adequate inventory of all supplies needed at the facilities including maintenance supplies.
2. Recommend repairs or replacement of facility equipment and arranges for repairs of facilities with the Superintendent of Recreation.
3. Maintain an awareness of current trends in aquatics and fitness to be incorporated as a part of the comprehensive plan of the Park District.

Safety Program:
1. Implement facility safety code and preventive maintenance program for the facility equipment.
2. Understand the Park District safety procedures and requirements. This includes completion and follow-through on all accident reports, emergency safety procedures, reporting of hazardous equipment, facilities or conditions and the conduct of any employee under his/her supervision. Reports all incidents and potential hazards to the Safety Committee as soon as possible.

3. The Sunset Aquatics & Facility Manager may be designated as Safety Committee Co-Coordinator. In addition to this job description, this employee must adhere to the Safety Coordinator Job Description located in the Safety Manual, Section 5.01.

Marginal Functions:
1. Assist all employees of the Park District as needed.

Physical Requirements:
1. Ability to operate Park District vehicles.
2. Handling Park District materials up to 50 pounds. Assistance will be provided when necessary.

Cognitive Considerations:
1. Resolve differences and problems that arise with patrons and employees.
2. The Sunset Aquatics & Facility Manager must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.
3. May be exposed to elements when driving to meetings or when assisting workers with outdoor functions. Most activities are performed indoors; these conditions include lighting and temperature.
4. The Sunset Aquatics & Facility Manager must exhibit good computer skills in order to perform all duties efficiently and effectively.

To apply, please visit:
https://www.paycomonline.net/v4/ats/web.php/portal/6DFE25DB3698D14A568AF4FD95940CA2/jobs/92139