Aquatics Coordinator

Urbana Park District

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Closing Date: 2026-11-30
Salary: 50,952.67

Description:
Please apply online on the Urbana Park District website. Online Employment Application | Open Positions
Please refer to the full job description and benefits package here: Online Employment Application | Open Positions.

ESSENTIAL FUNCTIONS:

In order to deliver quality programs and services to the public, the Aquatics Coordinator plans, organizes, coordinates, and administers the overall comprehensive aquatic programs for citizens. The Coordinator of this department is also responsible for oversight of the Urbana Indoor Aquatic Center and the Crystal Lake Park Family Aquatic Center. This job requires a dynamic individual who is organized and willing to work effectively with the public.

This position performs duties in a standard office environment involving sitting and walking at will, close vision and hearing sounds/communication. Many of the incumbent's responsibilities require supervising programs and operations outdoors and indoors and within various facilities, often within a single business day. It is essential that the incumbent remain accessible to other staff yet flexible enough to meet changing needs in delivering programs. The incumbent also performs some duties outdoors seasonally and must work effectively in sometimes extreme conditions.

DUTIES:
Supervision
- Assists in the supervision of all aspects of operation of the Urbana Indoor Aquatic Center and Crystal Lake Park Family Aquatic Center.
- Communicates with the Aquatics Manager on a daily basis.
- Conducts hiring, supervising, training, evaluating, and discipline of aquatics intermittent/seasonal staff including swim instructors, water aerobics instructors, and customer service representatives.
- Assists in overseeing front desk operations of the Urbana Indoor Aquatic Center
- Oversees the front desk operations at Crystal Lake Park Family Aquatic Center.
- Resolves disputes and concerns in regards to programming/scheduling of the facilities.
- Completes incident/accident reports and follows up with processes.
- Performs other duties as assigned.

Planning and Equipment Management

- Prepares goals and objectives for programs and personal tasks.
- Keeps accurate records of current inventory levels and order supplies and equipment as needed for programming.
- Develops Program Guide information alongside the Aquatics Manager.
- Develops and improves programming and implementation of programs for all ages to meet the needs of the community.
- Conducts and produces seasonal evaluations for programs.
- Assists with other events outside of aquatics programs.
- Encourages consistent, quality programming within budget.
- Prepares and maintains equipment for use in aquatic programs and facilities.
- Demonstrates knowledge of applicable safety practices and procedures, with ability to take proper precautions and assure safety of self, co-workers, volunteers and general public.
- Demonstrates ability to plan, schedule, and organize work independently with little direct supervision or/and with diverse group of individuals and organizations.
- Maintains ability to work a flexible schedule including some nights and weekends.
- Performs other duties as assigned.

Public Relations and Communication

- Maintains high degree of community involvement.
- Demonstrates professionalism to all employees and customers.
- Represents the Urbana Park District in a professional, positive, and appropriate manner.
- Dresses appropriately for the job, giving the public a good first impression of the department.
- Writes all seasonal brochure copies.
- Answers phone calls in a professional manner or directs the general public to appropriate parties.
- Demonstrates understanding and importance of customer orientation with participants and community members.
- Publicizes programs through radio, TV, social media, and other appearances in coordination with the Public Information Manager.
- Attends job fairs and supervises information/promotional booths as needed.
- Conducts and attends team and staff meetings, trainings and workshops as required.
- Solves problems in a timely manner; informs supervisor(s) of problems with facilities or equipment.
- Demonstrates proficiency in written and oral communication.
- Responds in a timely manner to all correspondence, inquiries, complaints, and suggestions.
- Prepares written reports.
- Maintains files and operating records.
- Handles correspondence concerning aquatics programs.
- Performs other duties as assigned.

Finance

- Works with the Accounting Assistant to ensure proper procedures and policies are being met for front-desk operations.
- Formulates an annual budget for all programs under the supervision of the Aquatics Manager.
- Works within budgetary constraints of a program budget.
- Collects and updates timesheets and prepares biweekly payroll for all aquatics staff.
- Assists with the preparation of financial updates of program areas.
- Exercises a good and ethical judgment in the use of Purchase Card to support efficiency and effectiveness of job-related activities and fills out reports of its use as necessary.

- Ensures the accuracy of deposits.
- Performs other duties as assigned.

QUALIFICATIONS:

- Bachelor's degree in Park and Recreation Administration, Business Administration, or related field from a recognized college or university OR 3-5 years of full-time experience in the field of Aquatics.
- Knowledge of aquatics programs and procedures.

SPECIAL REQUIREMENTS

- Valid State of Illinois driver's license required
- Certification in First Aid/CPR/AED or have the ability to complete within 6 months of hiring is required.
- Related work experience in addition to the minimum requirements.
- Background experience in teaching swim lessons and working with lifeguards.