



## **Aquatics Coordinator**

### **Butterfield Park District**

**Contact Name:** Anne Popek

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**Contact Phone:** 6308582229

**Closing Date:**

**Salary:** \$18.00+ depending on qualifications

#### **Description:**

##### Summary

- Have you been a lifeguard and a pool manger and are looking to take the next step in your career? This position is for you. Come work for the Butterfield Park District!
- This position is responsible for the development of aquatics programming (i.e., swim lessons, swim team), managing the daily operations of the district's aquatics facility, aquatics rentals (private rentals/birthday party's), and staff management. Promote a positive working environment for the department and maintain a high-quality lifeguard training program.
- This conditional offer of employment is contingent on an individual's ability to satisfy the qualifications and perform duties listed below:

##### Essential Functions:

- Must be 21 years of age or older.
  - Responsible for the hiring, training, scheduling, evaluation, and supervision of all aquatics staff.
  - Maintain daily communication with facility attendants and maintenance on events, schedules, and facility issues.
  - Be accessible during all recreation facility use to assist staff and private rentals as needed.
  - Research current trends in special events and aquatics programming. Introduce new activities, equipment and resources to staff and customers.
  - Manage the operation of the aquatic center by hiring, training, scheduling and supervising lifeguards, lifeguard managers, swim lesson instructors, swim lesson coordinator, and swim team coaches.
  - Manage the swim lesson program which includes assigning and training instructors, creating lesson plans for each swim level, providing roster information for instructors, and generating class schedules.
  - Monitor class enrollment; communicate with instructors regarding class changes, cancellations, and rescheduling.
- Oversee the chemical balance of the aquatic center.

- Support staff with concerns such as patron and parent issues, class structure, facility issues and supply needs.
- Teach CPR/First Aid when needed and maintain supplies.
- Promote classes through press releases, social media, our website, e-blasts, fliers, and other marketing avenues.
- Conduct a program analysis each season to review enrollment numbers, cancelled programs, program successes, opportunities, need for changes and evaluation feedback.
- Perform all job and tasks within guidelines and rules of District's safety program.
- Any other duties as assigned.

#### Education and Experience:

- This position requires 2 years of experience in aquatic management.
- StarGuard lifeguard instructor certification must be obtained within 3 months of hire. Supervisor must obtain a Food Safety Manager certificate within 3 months of hire.
- Must authorize and successfully undergo a criminal history background check pursuant to 70 ILCS 1205/8-23.

#### Knowledge, Skills, and Abilities:

- First Aid/CPR certification is required.
- Above average computer skills including knowledge of Microsoft Office, Gmail/Email, and Active Net in addition to preparing annual budgets.
- Ability to establish and maintain effective working relationships with employees, vendors, contractors, and the public.
- Ability to communicate with public and patrons in a professional manner. Understand and anticipate customer's needs as well as support a customer service environment.
- Effective time management techniques and ability to meet deadlines while managing day to day activities. Must be resourceful and well organized. Strong knowledge of pertinent safety precautions and risk management procedures.

#### Physical Demands/Work Environment:

This job is performed in a typical office environment in addition to being outdoors, which includes wet, hot, humid, and cold weather conditions. Prolonged standing during special events may be required. May be required to assist with physical set-up of recreation programs which may include bending, reaching, lifting, and carrying items up to 35 lbs.

#### Wage/Work Schedule:

Wage: \$18.00+ depending on qualifications. During the season working 40 per week. Some weekend, evening and holidays will be required for meetings, special events and aquatics especially during the summer season. This role is non-exempt.

Start Date: March 1, 2022

If interested please contact Anne Popek, Superintendent of Recreation

Email [Anne@Butterfieldpd.com](mailto:Anne@Butterfieldpd.com)