



Aquatics & Fitness Assistant Manager

Bolingbrook Park District

Contact Name: Sarah Sielisch

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Contact Phone: 630-783-6637

Closing Date:

Salary: Starting Salary Range: \$45,900 - \$51,638 depending on experience

Description:

Qualifications:

Graduate from an accredited college or university with a BS/BA degree in recreation and parks administration or related field and 2 years' experience in aquatic program and facility management preferred. Knowledge of nationally recognized instructional swim and lifeguard programs, general pool operations including water chemistry and staffing, marketing and retaining memberships and programming, group exercise, personal training and other health, wellness and fitness programs. Strong customer service, organizational, and management skills. Ability to recognize safety concerns and provide a safe environment. Knowledge of Microsoft Office Suite and Rec Trac. Starfish Swimming Instructor Trainer, required or ability to obtain within first six months of employment. Starguard Elite Level 1 Instructor certification, preferred or obtain within first six months of employment.

Duties:

Under the supervision of the Aquatic Manager & the Fitness/Facility Manager; this position is responsible for coordination of all aquatic programs and assistance with all aspects of the indoor/outdoor Pelican Harbor operation as well as Lifestyles Fitness Center and BRAC facility operation. Plan, organize, market and direct group and private lessons, special events, swim team and group fitness/aquatic programming. Hire, train, supervise, schedule and evaluate group fitness & swim lessons instructors and swim coaches. Preparation and administration of annual budget for swim lessons, aquatic special events, swim team and group fitness/aquatic fitness programming. Plan, organize and evaluate comprehensive fitness/wellness programs for group/aquatic fitness, specialty programs and nutrition support. Conduct follow-up activity for potential membership leads, newly enrolled members and delinquent memberships.

Apply:

Please submit cover letter, resume and references online at:

https://www.appone.com/MainInfoReq.asp?R_ID=4247487&B_ID=83&fid=1&Adid=0&ssbgcolor=273A5B&SearchScreenID=18945&CountryID=3&LanguageID=2