



Aquatics Operations Supervisor - Full Time Exempt

Elk Grove Park District

Contact Name: Christy King

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Closing Date:

Salary: \$42,294 - \$50,749

Description:

For more information and to apply please visit our website at:
<https://www.elkgrovecparks.org/employment-careers-jobs>

JOB SUMMARY

Responsible for the training and management of aquatic operational staff at all the District's aquatic facilities. These staff positions include lifeguards, head lifeguards, managers, admission managers, and cashiers.

ESSENTIAL JOB FUNCTIONS

Lead the training and certification processes for managers and guards.

Oversee the in-services for all operational aquatic staff.

Oversee an effective staff work schedule for seasonal and year-round; pool managers, lifeguards, cashiers at all aquatic facilities.

Assist the Aquatics Manager in the following processes: hiring, firing, training, assigning, supervising, and evaluating all aquatic staff.

Assist in the development of the aquatics department budgets, risk management procedures, and operational procedures for all aquatic facilities.

Assist the Aquatics Manager with payroll for all aquatic staff, verifying time adjustments.

Manage pools during lap swim, open swim, swim team, and special events when scheduling conflicts arise or as deemed necessary by the Aquatics Manager and/or the Superintendent of Recreation.

Assist Aquatics Manager in preparing and editing seasonal brochures and District website for the aquatics department.

Manage inventory of guard equipment and merchandise items at the District's aquatic facilities.

Assist Aquatics Manager in the implementation and enforcement of employee policies and procedures.

Develop detailed reports and analysis and make recommendations for continuous improvements.

Assist with community wide special events not specifically related to aquatics programming area.

Performs the job safely and in compliance with district policies, procedures, work and safety rules.
Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.

MINIMUM QUALIFICATIONS

Strong written and verbal communication skills.

Knowledge of aquatic operations.

Fairness in dealing with people.

Ability to demonstrate effective decision making and problem solving skills.

Skilled in working with computers and database programs.

Organizational ability.

Good knowledge of pertinent safety precautions.

Ability to maintain positive and effective working relationships with other employees.

EDUCATION AND EXPERIENCE

Minimum Bachelor's degree in the area of recreation or facility management or related field or equivalent combination of school and aquatic work experience.E

Ellis & Associates International Lifeguard Instructor Certification or ability to obtain certification within the first 6 months.

Valid Illinois Driver's License.