



Aquatics & Recreation Coordinator (Full-Time)

Geneva Park District

Contact Name: Joey Kalwat

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Contact Phone: (630) 232-4501

Closing Date:

Salary: \$45,000-\$55,000

Description:

The Geneva Park District is seeking an energetic and highly motivated professional for the role of Aquatics & Recreation Coordinator. In this exciting and challenging role, you will be an important member of the full-time recreation team! Reporting to the Aquatics & Facility Manager, you will have oversight of the district's two outdoor aquatic facilities (including swim lessons, concessions and aquatics special events), Playhouse 38/cultural arts programming and a variety of community-wide special events.

QUALIFICATIONS: Qualified candidates should have a Bachelor's degree in recreation administration, or closely related field, along with at least 1-2 years of experience in an aquatic and/or facility management setting. Certified Aquatic Facility Operator or Pool Operator with at least 1-year aquatic facility operations experience preferred. Must be able to obtain within 6 months of employment: StarGuard Elite Lifeguard Instructor certification, Starfish Aquatics Swim Lesson Instructor Certification, CPR/AED, Food Service Safety Manager. Should be familiar with Microsoft Office applications and be able to learn other software applications. Certification by a professional association and record of ongoing participation in continuing education seminars and workshops is desirable.

BENEFITS WE OFFER: In exchange for your time and talent, we offer a generous benefit package including: Medical Coverage, PPO or HMO, Dental Coverage, Vision Reimbursement Program, Life Insurance, Participation in the IMRF pension fund, Free/Discounted use of Park District programs and facilities.

HOURS & SALARY: The Aquatics & Recreation Coordinator 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. Target hiring range is \$45,000-\$55,000, dependent on qualifications.

APPLICATION: Qualified applicants should submit an employment application online at www.genevaparks.org. Full job description is available within application. Qualified applicants should submit a cover letter and resume as a part of their application.

QUESTIONS: Contact Joey Kalwat, Aquatics & Facility Manager, at JKalwat@genevaparks.com or (630) 232-4501.