



Aquatics Supervisor

Lake Bluff Park District

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Closing Date:

Salary: 25.00 - 27.00 per hour

Description:

POSITION SUMMARY

The Aquatics Supervisor is responsible for overseeing the daily operations of the outdoor pool facility and beach operations and training at both facilities.

This is a seasonal position. The hours will be determined by the Fitness and Aquatics Manager and can change based on need. Most weeks will work up to 35 hours.

The Supervisor shall be considered on duty whenever a need exists for their services. This position may require varying shift schedules including weekdays, weekends, day, and evening hours, as the aquatics areas are open each day during the week. The Supervisor should have flexibility with scheduling as may be needed.

ESSENTIAL DUTIES

Primary

- **Supervises and schedules the Aquatics Team at both the district pool facility and designated beach areas for the Park District.**
- **Shall possess the ability to schedule, organize, direct, assist, and lead the Aquatics Team in the implementation of their assigned duties.**
- **Will assist in completion of the season end evaluations on all aquatics team members.**
- **Assists the Guest Services Manager in coordinating all groups and rental bookings and ensures appropriate staffing for all events.**
- **Orders and distributes program supplies as needed.**
- **Maintains appropriate inventory and supply for all programs in area.**

Secondary

- **May assist with budget projections and monitor revenue and expenses in areas of responsibility.**

- May approve bi-weekly timecards, program evaluations, and any special reports requested by the Fitness and Aquatics Manager.
- Evaluates the effectiveness of existing programs and submits recommendations for program development, changes, and pricing structure to the Fitness and Aquatics Manager.
- Maintains records of programs, fees, class participation and membership statistics as required.
- Performs the job safely and in compliance with Park District policies, procedures, work, and safety rules.
- Ensures goals are being met within area of responsibility as well as being a productive team member to achieve division and department goals.
- Ensures the safety of all aquatics programming by maintaining proper certifications for all staff including Lifeguard Training, CPR, First Aid and AED training.
- Conducts regular in-service trainings and workshops for lifeguards to ensure the safety of guests and full compliance with American Red Cross requirements. Other duties as assigned.

SKILLS/QUALIFICATIONS

Preferred minimum 3-5 years related experience for an aquatics program or **operational management/team leadership with emphasis on providing excellent guest services**, or any equivalent combination of education, experience and training which provides the required knowledge, skills and abilities will be accepted. Previous experience in staff supervision preferred.

Preferred certifications (**or the ability to acquire**) include:

- National Pool and Waterpark Lifeguard Instructor and/or American Red Cross Certification.
- Demonstrated knowledge, creativity and skill in aquatics programming and facility management as assigned.
- Working knowledge of principles, practices, and objectives of aquatics and community recreation.
- Must have good oral and written communication skills; ability to work with minimal supervision, to solve problems and produce work on a timely basis.
- Demonstrated initiative, dependability, professionalism, resourcefulness, and management skills with the ability to work in a positive manner with the general public, Park District staff and Board of Commissioners.
- Must be able to read, write and speak in English.
- Must have valid Illinois driver's license.

ENVIRONMENTAL CONSIDERATIONS

- Employee may be exposed to natural and potentially extreme weather conditions while supervising employees or attending job related activities away from the office.
- Employee may be exposed to chemicals or other potentially dangerous materials.
- Employee may be exposed to noise distractions from employees or equipment operation in adjacent work areas.
- Employee must have the ability to deal with residents, staff and job responsibilities under stressful conditions.