

Lemont Park District

Job Description

Job Title: Aquatics Supervisor

Department: Facilities/Aquatics

Reports To: Aquatics and Risk Manager

Qualifications:

Bachelors' Degree in Recreation Administration, Physical/Health Education or related field. Minimum of three years' experience in Aquatics Management preferred or any equivalent combination of education, experience and training. CPRP preferred. Microsoft Word and Excel skills required. Experience in programming and pool operations required. Must hold, or be able to attain Lifeguard Instructor, CPR/AED and First Aid certifications. Must have a valid Illinois Driver's License and be able to provide own transportation.

Type of Position:

- Full-time
- Part-time

Hours: 40 hours/week

Over-time may be required.
 Exempt
 Nonexempt

Job Summary:

The Aquatics Supervisor is responsible for the planning, coordinating and supervision of all aquatics operations for both the indoor and outdoor aquatic facilities and associated programs including, but not limited to, employee training, special events, scheduling, aquatics programming, cash handling, budgeting, record keeping, purchasing, concessions, splash parties, rentals, groups and facility operations.

Coordinates District's aquatic splash party and pool groups/rental program for both the indoor and outdoor pools. Works closely with safety program to develop effective risk management reports and practices. This is an at-will position.

Essential Job Functions:

1. Gain knowledge and understanding of District policies and procedures and see that they are adhered to at all times.
2. Develop and implement guidelines for use of aquatics facilities including the development and updating of aquatics operational and staff procedures manual. Develop and implement safety standards and training.
3. Assist in preparing the annual aquatics budget, making necessary revenue and expenditure adjustments throughout the year.
4. Assume overall responsibilities for development of effective revenue generation including additional aquatics programming, aquatics special events and administering Aquatic Birthday Party services.
5. Oversee, direct, implement, promote and evaluate the marketing of all memberships and programs for the aquatics facilities.
6. Purchase, maintain and oversee the inventory of aquatics supplies and equipment.
7. Responsible for setting and achieving goals and objectives on time.
8. Work with Communications and Development Department to maintain and update website as needed.
9. Schedule and supervise the maintenance, regular inspection and documentation of all equipment and the cleanliness of all aquatics areas.

10. Maintain accurate records and reports including monthly program attendance facility visit reports, and annual aquatic membership reports.
11. From time to time conduct surveys of other park districts or other competitors in the area to assess program offerings, staffing, rate of pay, etc.
12. Follow current hiring procedures to make sure necessary paperwork is completed in a timely manner.
13. Review and approve employee time sheets.
14. Maintain and monitor staff training records for all aquatics staff.
15. Responsible for hiring, training, scheduling, supervising and evaluating aquatics staff. Conduct orientations and staff meetings as needed.
16. Monitor performance and complete evaluations for designated staff. Take appropriate disciplinary action when needed.
17. Review staff job descriptions as needed.
18. Attend district-wide, crisis and staff trainings as directed.
19. Attend professional educational conferences and workshops as they pertain to the position, within budget parameters and with administrative approval.
20. Participate actively in professional organizations if time permits. The needs of the position and the District have priority over outside participation.
21. Administer, observe and follow all District safety policies and regulations as the safety of staff and participants is of utmost importance and a continuing responsibility of all employees. Immediately notify the Risk Manager of any safety hazards in District buildings, grounds and facilities.
22. The District encourages its employees to take an active role in the appearance of the District i.e. pick up litter throughout the buildings, grounds and facilities of the District.
23. Perform other duties as assigned.

Psychological Considerations:

1. Capable of communicating and working as a team with all levels of park district staff, volunteers, business partners and the public.
2. Possess a clear understanding of District operations and the commitment involved.
3. Ability to delegate work, where appropriate, in order to accomplish the Values & Mission of the District.
4. Ability to oversee and maintain District assets.
5. Ability to work independently to produce quality and accurate work on a timely basis and resolve issues as they arise.
6. Must be punctual and dependable.
7. Ability to organize and maintain files and records.
8. Ability to recognize priorities and meet deadlines.
9. Ability to maintain self-control and composure in difficult situations.
10. Ability to accept constructive criticism and/or supervision.
11. Should possess enthusiasm and drive with a desire to accomplish goals and objectives.
12. Ability to be flexible and adaptable to new situations.

13. Ability to organize, prepare and present information in verbal and written form.

14. Ability to maintain a safe environment for staff and the public.

Cognitive Considerations:

1. Employee must be able to follow directions and communicate both verbally and in writing.
2. Employee must possess general knowledge of the recreation industry.
3. Employee must be able to represent the Lemont Park District in a professional manner in all circumstances.
4. Employee must possess knowledge of budgeting procedures and techniques and daily records management as applicable to the position.
5. Employee must possess time management and organizational skills to effectively perform his/her job responsibilities.
6. Employee must have the ability to understand and respect confidential information.
7. Employee must possess good problem solving skills and have the capacity to act rationally and calmly including high stress and/or emergency situations.
8. Employee must have the ability to develop and maintain positive and effective working relationship with subordinates and team members and to promote and maintain high morale and enthusiasm.
9. Employee must possess knowledge of general office machines.
10. Employee must possess computer skills required for the position held.
11. Employee must identify potential unsafe conditions and notify appropriate District personnel.

Physical Demands:

While performing the duties of this job, some bending, kneeling and reaching items off floor and high shelves is required. Performing repetitive hand/arm movements as when working on computer keyboards, calculator or writing reports, etc. Sitting or standing for sustained periods of time while completing work at desk or workstations. Reading hand written information and writing legibly. Ability to handle stress in order to cope with deadlines. The employee must lift and/or move 10-50 lbs.

Work Environment:

The noise level in the work environment is usually moderate. Employee's general work area is indoors in a smoke-free environment with controlled temperature and fluorescent lighting. Employee may be required to work during various weather conditions when requested, including hot and cold temperatures as well as rain and snow.

**Revised / Reviewed – 8/15
Executive Director LZE**