

Job Description **Facilities & Aquatic Supervisor**

Function

The Facilities & Aquatic Supervisor is responsible for aspects of the management of the Johnston Recreation Center, Westfield Gym, and Oasis Water Park. Responsibilities include facility rentals, scheduling, and reservations; open gyms and rentals; oversight of custodial services; aquatic programming, training, and staffing; birthday parties; and the Clubhouse indoor playground.

Immediate Supervisor

The Facility & Aquatic Supervisor reports to the Director of Recreation.

Benefits

- Health insurance (HMO or PPO), with reasonable employee contribution for employee, spouse, and dependents.
- Dental insurance for employee, spouse, and dependents, with reasonable employee contribution.
- Vision insurance for the employee, spouse, and dependents, with reasonable employee contribution.
- Free \$25,000 life insurance, with an option to add additional coverage at minimal charge.
- Free employee assistant plan (EAP) for everyone in household or on insurance plan.
- Free daycare while working for children three (3) years of age and older in daycare type programs such as preschool, preschool extended care, day camps, sunrise/sunset extended care, days off, and before and after school programs.
- Pension plan through the Illinois Municipal Retirement Fund: employee contribution of approximately 4.5% (employer contribution 7-12%) and voluntary additional contribution option up to 10% of income.
- Paid time off includes 12 sick days per year, 10 vacation days to start, 4 personal days (pro-rated first year), and 9 ½ holidays.
- Free use of the fitness center and water park.
- Free rental of space (pay staffing costs only).
- Free registration for all Park District non-contractual programs for employees and employees' immediate family.
- Educational opportunities, including tuition reimbursement and professional memberships and certifications.

Qualifications

Degree from a four-year college or university with major course work in recreation or a related field, supplemented with 1-2 years of facility management, aquatic experience or any equivalent combination of training and experience. Previous aquatic and facility management experience preferred. Professional certification preferred.

Required Skills and Knowledge

- Knowledge of general budgeting principles and ability to comprehend and determine program budgets for assigned program areas.
- Knowledge of managing all safety aspects of an aquatic facility and recreation facilities.
- Experience in aquatic and facility management (preferred).

- Prior experience recruiting, hiring, training and supervising staff.
- Experience in facility management/rentals.
- Ability to provide high-quality customer service, problem solve and make sound decisions based on gathered data.
- Excellent organizational and time management skills with attention to detail.
- Ability to hire, train and supervise staff to result in quality programs and services.
- Ability to work effectively with customers; volunteers; full-time, part-time, and administrative staff to reach the goals of the District.
- Ability to effectively communicate both orally and in writing and identify and implement current industry trends.
- Proficient in Outlook, Word, Excel, and PowerPoint. RecTrac experience is a plus.
- Available to regularly work evenings and weekends.
- Possess a valid driver's license.
- Ability to obtain Star Guard Lifeguard Instructor Certification, Starfish Swim School Instructor Certification, Food Sanitation Certification, and Aquatic Facility Operator Certification.
- First Aid, CPR, and AED certified.

Essential Functions

- Prepare written documents for internal and external use.
- Communicate verbally, digitally and in writing.
- Proficient computer skills.
- Prepare, maintain, and distribute weekly facility schedules.
- Coordinate the purchase of equipment and supplies.
- Work closely with local school districts to strengthen and maintain a positive cooperative working relationship.
- Responsible for all aspects of the management of The Oasis Water Park including but not limited to staff training, customer service, manager and Oasis staff scheduling, swim lesson management, facility safety, special events, swim team, parties, rentals, payroll, interviewing, hiring and evaluating staff, facility cleanliness, staff manuals and procedures, and reporting.
- Manage, maintain, and promote District-wide aquatics programs including but not limited to swim lessons, special events, swim team, parties, and rentals.
- Develop and implement quality programs for all ages.
- Hire, supervise, and train part-time and seasonal employees to safely provide quality facility supervision, parties and events, and aquatic programs for the community.
- Responsible for promoting, processing and approving Johnston Recreation Center, Westfield, and Oasis rentals and parties.
- Assist renters with contracts and other questions and prepare all rental information packets.
- Maintain detailed facility schedules of all classes, events, programs, leagues, seminars, meetings, rentals, and parties.
- Develop, manage, and coordinate JRC birthday parties and themed parties.
- Manage and supervise part-time facility staff including but not limited to hiring, training, and scheduling.
- Respond to rental inquiries in a timely, effective, and proactive manner and follow up with interested renters to book rentals, schedule and provide venue tours with potential clients.
- Communicate with the Director of Recreation on issues that are related to the Facilities & Aquatic Supervisor. This includes programming, customer service, rental and party promotions and marketing, budgets, hiring and supervising part-time staff, rental management, and facility scheduling.

- Develop and implement quality aquatic programs that meet the needs of the public as well as the long- and short-term goals of the District.
- Develop and implement quality party options that meet the needs of the public as well as the long- and short-term goals of the District.
- Continually identify nationwide and local trends. Develop and implement similar programs and opportunities for residents and participants.
- Prepare material for assigned program areas including the seasonal brochure, rental forms, registration forms, party forms, and facility schedules.
- Prepare and submit promotional material for assigned program areas and facilities for the seasonal brochure, flyers, and website.
- Prepare and maintain budgets for assigned program areas and facilities that are cost effective and meet the monetary goals of the Park District.
- Practice exceptional public relations that promote a positive image of the Park District.
- Continually evaluate programs and facilities to ensure the needs of the public and the goals of the Park District are being met.
- Exhibit and encourage CHARACTER COUNTS! practices in the workplace and District programs and facilities.
- Properly orient new employees. Provide thorough job instruction training and in-service training to part-time and seasonal employees.
- Actively support the safety program and related programs including following/enforcing safety rules, reporting accidents and injuries, and developing ideas for the prevention of future incidents.
- Develop and coordinate assigned special events.
- Directly supervise and manage seasonal and part time employees, including recruiting, hiring, training, scheduling, mentoring, and evaluating.
- Maintain and comply with all StarGuard Elite, State/County Health Department, and PDRMA rules and regulations pertaining to the operation of an outdoor aquatic facility.

Marginal Functions

- Assist with all phases of clerical work such as: filing, answering the telephone, typing letters and memorandums, assisting customers, updating the monthly calendar and bulletin board, and updating the rainout line. Cross train the front desk on accepting, verifying, and processing program registrations; contacting participants for cancelled classes and wait lists; and preparing rosters for programs.
- Assist in other programming areas that are not directly related to the Facilities & Aquatic Supervisor's assigned responsibilities.
- Assist with the development and implementation of special events.
- Continually develop as a professional, attending workshops and networking with other professionals that will promote new innovative programming, marketing, and party ideas.
- Perform other duties as assigned by the Director of Recreation.

Hours of Work and Compensation

The position of Facilities & Aquatic Supervisor is a full-time position and shall be paid every two weeks at an agreed salary. This position is classified as an exempt employee status and will work a minimum of 40 hours per week. However, as a professional employee in the park and recreation field, it shall be assumed that hours beyond the minimum, including evenings and weekends, will be expected. Flex/comp time may be used to avoid burnout. The hiring range for this position is \$55,000-\$65,000 (DOQ).

Psychological Considerations

The Facilities & Aquatic Supervisor may feel pressure from long hours and needs from staff, patrons, and volunteers. The Facilities & Aquatic Supervisor may feel additional pressure from having to meet deadlines and coordinating part-time and seasonal staff. The Facilities & Aquatic Supervisor must be highly organized and have the ability to prioritize projects and manage several projects at the same time.

Physiological Considerations

The Facilities & Aquatic Supervisor must expect to work prolonged days, some of which may include long periods of time on their feet, lifting or moving supplies and equipment. This position is both an office and physical one.

Environmental Considerations

The Facilities & Aquatic Supervisor may be exposed to outdoor elements while driving to/from or supervising activities. Prolonged hours with exposure to sun, heat, rain, snow, or other natural elements should be expected. When involved with programs that are held indoors, the Facilities & Aquatic Supervisor may be exposed to conditions such as lighting and temperature.

Cognitive Considerations

The Facilities & Aquatic Supervisor must possess both the ability to carry out instructions given by the Director of Recreation and think quickly and make decisive actions on their own. The Facilities & Aquatic Supervisor must have the ability to present ideas and recommendations in a clear and concise manner both orally and in writing. The Facilities & Aquatic Supervisor must exhibit good problem-solving skills and good judgment in keeping with the mission of the Park District.

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