



## **Athletics & Aquatics Supervisor**

Hanover Park Park District

**Contact Name:** Human Resources

**Contact E-mail:** [hr@hpparks.org](mailto:hr@hpparks.org)

**Contact Phone:** 630-468-1448

**Closing Date:**

**Salary:** \$52,000 - \$58,000

### **Description:**

#### **JOB DESCRIPTION**

##### **ATHLETICS & AQUATICS SUPERVISOR**

(Full-Time, Exempt)

#### **JOB SUMMARY**

The Athletics & Aquatics Supervisor is responsible for planning, implementing, and evaluating athletic programs, including youth and adult leagues, tournaments, instructional classes, camps, and special events. This position provides direct oversight of Seafari Springs Aquatic Center operations, ensuring compliance with safety standards, financial performance, and customer satisfaction. The Athletics & Aquatics Supervisor is accountable for program quality, staff development, and operational excellence, and must be able to teach and coach athletic programs as needed.

#### **QUALIFICATIONS:**

- Bachelor's degree in Parks and Recreation, Sports Management, or related field preferred.
- Minimum of 2 years of experience in athletic programming and staff supervision.
- Ability to teach and coach athletic programs.
- Professional certifications (CPRP, CPO, or equivalent) preferred.
- Current CPR, AED, and First Aid certifications required.
- Proficiency in Microsoft Office required; experience with recreation management software such as Club Automation or RecTrac preferred.
- Valid Illinois driver's license.
- Aquatics experience preferred.

**IMMEDIATE SUPERVISOR:** Recreation Manager

#### **ESSENTIAL FUNCTIONS:**

##### **Athletic Program Oversight**

- Plan, develop, facilitate, and evaluate a broad, varied, market-driven portfolio of creative athletic and aquatic programs aligned with community needs.

- Develop seasonal schedules, timelines, and marketing content in collaboration with the marketing team.
- Teach and coach athletic programs when necessary to maintain program quality.
- Ensure programs meet district standards for inclusivity, safety, and customer satisfaction.

### **Aquatic Center Oversight**

- Provide leadership and oversight for Seafari Springs Aquatic Center operations through direct supervision of the Pool Coordinator.
- Ensure the Pool Coordinator maintains compliance with health codes, chemical safety, and risk management standards.
- Review and approve aquatic schedules, staffing plans, and payroll prepared by the Pool Coordinator.
- Monitor financial performance, attendance trends, and customer satisfaction; implement corrective actions as needed.
- Monitor water quality, chemical logs, and implement emergency action plans.

### **Financial & Administrative Management**

- Develop and manage annual budgets for athletics and aquatic operations; monitor expenditures and revenue
- Prepare monthly financial reports and reconcile deferred revenue with the Business Services Office.

### **Community Engagement & Partnership**

- Build relationships with local schools, sports organizations, and community partners.
- Represent the Park District at outreach events and meetings.

### **PHYSICAL REQUIREMENTS:**

- Frequent sitting, standing, walking, reaching, and handling.
- Occasional lifting (10–75 lbs; not to exceed 50 lbs without assistance).
- Occasional pushing, pulling, climbing, stooping, kneeling, and balancing.
- Ability to perform physical tasks related to program setup and aquatic operations.

### **ENVIRONMENTAL CONSIDERATIONS:**

- Exposure to outdoor elements during athletic and aquatic events.
- Indoor work may involve variable lighting and temperature conditions.

### **WHAT WE OFFER:**

- **Competitive Salary:** \$52,000 - \$58,000 based on experience
- **Outstanding Benefits:**
  - Medical, dental, and vision insurance
  - Vacation, personal, and sick days
  - Paid holidays
  - Company-paid life insurance
  - Employee Assistance Program
  - PATH Wellness Program
  - IMRF retirement pension
  - CCAC and Seafari Springs memberships for you and your immediate family
  - Recreation and rental discounts
  - And more!

***If interested, please send your resume and cover letter to [HR@hpparks.org](mailto:HR@hpparks.org). Full job***

***description will be shared upon request.***