



## **Recreation Supervisor – Aquatics/School Age Programs**

Morton Grove Park District

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**Closing Date:**

**Salary:** Exempt Salary Range \$55,000 - \$65,000

### **Description:**

#### **Recreation Supervisor – Aquatics/School Age Programs**

### **Job Description**

The Recreation Supervisor is responsible for directly overseeing all day-to-day operations of Oriole and Harrer pools, before- and after-school programs, school day off programs and special events. The supervisor is also responsible for the planning, operation, organization, and evaluation of programs. The Recreation Supervisor hires, trains, and supervises all aquatic and school age program staff.

### **Qualifications:**

Bachelor's degree, minimum of two (2) years aquatics operations, aquatic programming, or a related supervisory role. Ellis's lifeguard instructor or certified within three months of hire. Current CPR and First Aid certification (in-house training available). Knowledge of reading, calculating, checking, and maintaining chemical levels. Must be able to obtain CPO certification within one year of hire. Must have highly effective interpersonal skills, problem-solving abilities, and advanced communication skills. Demonstrated initiative, dependability, good judgment, tact, analytical skills, leadership, and the capability to work positively with the public. Rec Trac experience preferred, but not required. Must possess a valid Illinois Class "D" Driver's License.

### **Immediate Supervisor:**

The Recreation Supervisor is responsible for the Superintendent of Recreation.

### **Hours:**

The Recreation Supervisor of Aquatics/School Age Programs 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 are to be expected during the summer months.

### **Essential Functions:**

1. Directly supervises seasonal and part-time employees, including recruiting, hiring, training, scheduling, mentoring, and evaluating approximately 120 seasonal employees.
2. Supervise pool operations, including lifeguards, cashiers, and managers on duty, to maintain maximum patron safety.

3. Plan school days off the trips, book field trips, and entertainers.
4. Conduct training and in-services for all staff.
5. Manage, maintain, and promote district-wide Aquatics programs, including swim lessons, swim team, special events, parties, and rentals.
6. Design engaging aquatic programs and events.
7. To operate safe aquatics facilities, you must maintain and comply with Jeff Ellis and Associates, the State of Illinois Health Department, and PDRMA rules and regulations.
8. Plan, organized, implemented, evaluated, and supervised aquatic and school programs and special events.
9. Prepare program department budgets.
10. Evaluate/survey all programs/participants within your assigned areas.
11. Provide direction, leadership, and motivation to staff under your supervision. This includes conducting and managing the annual and seasonal performance review process.
12. Prepare and monitor scheduling and payroll for your staff.
13. Establish and nurture communication with outside resources valuable to your programming, including public and private organizations.
14. Perform all job tasks within the rules and guidelines of the District's safety program. Using good safety awareness and judgment.

### **Marginal Functions:**

1. Assist in marketing and promoting all areas of responsibility.
2. Enforce and train safety rules, regulations, and procedures in your area of supervision.
3. Participate in all required safety training.
4. Notify the public of unsafe conditions by voice, signage, and barricades.
5. Perform all job tasks within the rules and guidelines of the District's safety program. Using good safety awareness and judgment.
6. Serve on Safety and various Committees when assigned.
7. Performs other duties as assigned.

### **Psychological Considerations:**

The Recreation Supervisor may resolve differences and problems with patrons and employees. This employee is responsible for safe and well-organized programs/events. May have to work under stressful situations when first aid, CPR or the use of the AED is required.

### **Physiological Considerations:**

The Recreation Supervisor may be required to work in a climate 86 degrees or higher with high humidity. The worker may be required to lift items 10-20 lbs. in weight and respond to safety concerns quickly and accurately.

### **Environmental Considerations:**

The Recreation Supervisor may be exposed to all weather conditions during summer events, especially hot and humid conditions.

### **Cognitive Considerations:**

The Recreation Supervisor must possess good safety awareness and judgment. Must be a good communicator with strong creative skills.

### **Benefits:**

Excellent benefits package, including paid holidays and time off, health, dental, and vision insurance, life insurance, voluntary life insurance options, a defined benefit pension plan (IMRF), pool and gym membership, and opportunities to get involved in recreational programs for a free or reduced cost.

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