



Hopkins Park Facilities and Aquatics Manager

DeKalb Park District

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Closing Date:

Salary: \$60,000.00 - \$85,000.00

Description: **Description**

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<https://www.paycomonline.net/v4/ats/web.php/portal/48D344FE678418DDEC92E7463182A3CE/jobs/51695>

SUMMARY OF POSITION: Responsible for the overall management of Hopkins Park facility operations. Areas include the community center, outdoor aquatics facility, shelter, band shell, indoor and outdoor rentals, swim lesson programs, concessions, , special events, and park shelters.. This position supervises part-time and seasonal staff and ensures high-quality customer service, safety, and efficient facility operations. The role also supports recreation department events and community programming to enhance the Park District's mission of serving residents year-round.

SUPERVISION RECEIVED: Reports to the Superintendent of Recreation

SUPERVISION EXERCISED: Directly supervises aquatic facility shift supervisors, lifeguards, swim instructors, front desk staff, concessions staff, facility/rental staff, and custodians for the Hopkins Park Community Center and Aquatics facility.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Oversee Hopkins Park Facilities operations including daily staffing, facility scheduling, indoor and outdoor rentals, and wedding/event rentals.
- Provide overall supervision and management of daily pool operations, including aquatics programming, safety compliance, water quality, and customer service standards.
- Direct front desk operations at aquatics facilities and the Hopkins Community Center, ensuring high-quality customer service, accurate transactions, and positive guest experiences.
- Recruit, hire, train, schedule, and evaluate a seasonal and part-time staff team including lifeguards, swim instructors, concessions, facility/rental, custodial, and front desk staff.

- Coordinate and oversee lifeguard certification courses, ongoing staff training, and in-service sessions to ensure compliance with industry safety standards and risk management practices. Assists with instructing CPR and First Aid training for the district.
- Supervise all aquatics rentals (pool parties, special events, private bookings) and ensure smooth coordination with staff, patrons, and maintenance personnel.
- Plan, organize, and implement aquatics special events; collaborate with recreation staff to support Recreation Department and community-wide special events.
- Provide year-round support and oversight for swim lesson programs, including scheduling, staffing, training, and evaluation for both indoor and outdoor lessons.
- Coordinate concession operations at pool facilities, including inventory, ordering, staff training, and cash handling procedures.
- Monitor financial performance for assigned areas including memberships, rentals, concessions, and lessons; prepare reports and assist with annual budgeting.
- Attends all meetings as requested and maintains open communication with the Superintendent of Recreation & Facilities.
- Perform other related duties as assigned to support the mission of the DeKalb Park District

PERIPHERAL DUTIES:

- Periodically substitutes for absent staff, instructors, or lifeguards.
- Participates in community groups and committees that relate to area of responsibility.
- Serves on internal District committees or project teams as assigned.
- Attends conferences, seminars, and educational sessions and participates in professional associations as they pertain to area of responsibility.

Qualifications

DESIRED MINIMUM QUALIFICATIONS:

Education and Experience:

- Prior experience in an aquatics environment required.
- Bachelor's Degree in Parks and Recreation or related field.
- Two (2) – four (4) years experience in aquatic management, lifeguard instruction, and aquatic programming preferred.

Necessary Knowledge, Skills and Abilities:

- Knowledge of all phases of recreation programming with an emphasis on aquatics programs.
- Ability to develop and run innovative programs and facilities that meet the needs of the community.
- Ability to hire, train, lead, and direct staff in an effective manner.
- Ability to communicate effectively both orally and in written format.
- Facility management skills to include daily operations and maintenance.
- Basic computer skills and an ability to learn and display proficiency at using the District's registration software.
- Ability to interact with customers in a professional manner and resolve complaints and issues in a timely manner.
- Ability to develop and implement program budgets and to be fiscally accountable for areas of responsibility.

PREFERRED REQUIREMENTS:

- Possession of Certified Pool Operator certification.
- Experienced Lifeguard Instructor.
- Experience with rental management.

SPECIAL REQUIREMENTS:

- Possession of a valid driver's license.
- Must have or obtain certification in First Aid, CPR, and AED.
- Evenings, weekends and holiday hours will be required at times.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to drive, stand, walk, kneel, couch, climb stairs, see, hear, and speak. The position requires substantial time on the phone, sitting while using a computer and sitting at a desk. The employee may need to stand for prolonged periods of time and be required to walk, run, jog or perform other physical maneuvers in order to demonstrate a skill or component of a program.

The employee will occasionally lift and/or move up to 50 lbs. by themselves and 75 lbs. with assistance.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties associated with this job the employee may work near an aquatics facility including open water and chemicals. The employee will be exposed to loud noises such as fireworks or noises associated with events with crowds. The position is exposed to outdoor weather conditions, including extreme heat and humidity, cold, rain and/or snow.

SELECTION GUIDELINES:

Formal application, rating of education and experience; oral interview and reference and /or background check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.