



Aquatic Operations Supervisor

Elk Grove Park District

Contact Name: Nick Kapetan

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Closing Date:

Salary: \$49,512 - \$57,339

Description:

All applicants must apply online at <https://elkgroveparks.bamboohr.com/careers/310>

JOB SUMMARY

The Aquatic Operations Supervisor is responsible for the training and management of aquatic operational staff and the District's aquatic facilities. These staff positions include Lifeguards, Head Lifeguards, Pool Managers, Admission Managers, Slide Attendants, and Cashiers. The Aquatics Operations Supervisor works closely with the Aquatics Manager and Aquatic Programs Supervisor to supervise all Aquatic Staff, Programs, and Facilities.

ESSENTIAL JOB FUNCTIONS

- Oversee the ongoing training and certification of all Aquatic Operations staff
- Using District software, create schedule for seasonal and year-round Aquatic Operations Staff.
- Work with the Aquatic Manager and the Aquatic Program Supervisor to recruit, hire, train, supervise and evaluate all Aquatic Employees
- Assist in the development of the aquatics department budgets, risk management procedures, and operational procedures for all aquatic facilities.
- Manage payroll for all Aquatic Operations staff
- Manage pools during lap swim, open swim, swim team, and special events when scheduling conflicts arise or as deemed necessary by the Aquatics Manager and/or the Superintendent of Recreation
- Assist Aquatics Manager in preparing and editing seasonal brochures and District website for the aquatics department
- Manage inventory of uniforms, equipment, and merchandise items at the District's aquatic facilities
- Assist Aquatics Manager in the implementation and enforcement of employee policies and procedures
- Develop detailed reports and analysis and make recommendations for continuous improvements
- Assist with community wide special events not specifically related to aquatics programming area

OTHER JOB FUNCTIONS

- Be familiar with current water safety programs (i.e., Ellis / Red Cross / StarGuard)

- Assist in direct operational responsibilities, as needed
- Prepare and submit reports, as needed
- Lead and participate in organizational work teams
- Performs the job safely and in compliance with district policies, procedures, work and safety rules.
- Be familiar with the safe operation of any equipment necessary in accomplishing required tasks.
- Maintain a commitment to the operation of safe and effective aquatic environment
- Go beyond the expected to provide exemplary customer service to patrons, including sharing information about the pool rules, EGPD programs, facilities, and events, and answering questions
- All other duties as assigned

SPECIAL CONSIDERATIONS

- Must work closely with co-workers
- Must work under supervision and direction of the Aquatics Manager
- Able to work under stressful situations when First Aid or CPR is required, including the ability to respond quickly and accurately to any and all emergencies
- Work in a wide range of weather conditions which can include cold, rain, and extreme heat
- Must be able to give instructions to Pool Managers, Lifeguards, Cashiers, and Slide Attendants
- Must be safety conscientious and use good judgment at all times
- Ability to lift and move up to 50 pounds

MINIMUM QUALIFICATIONS

- Strong written and verbal communication skills
- Knowledge of aquatic operations
- Ability to demonstrate effective decision making and problem solving skills
- Proficiency in Google Suite and Recreation Softwares such as RecTrac, SubItUp, etc
- Organizational ability
- Good knowledge of pertinent safety precautions
- Ability to maintain positive and effective working relationships with other employees

EDUCATION AND EXPERIENCE

- Minimum Bachelor's Degree in the area of recreation or facility management or related field or equivalent combination of school and aquatic work experience
- Star Guard ELITE Lifeguard Instructor Certification or ability to obtain certification within the first 6 months of employment
- Valid Illinois Driver's License

Elk Grove Park District is an Equal Opportunity Employer
Summary of Benefits