



# Flagg Rochelle

COMMUNITY PARK DISTRICT

## Aquatic Director

### Summary

The Aquatic Director is responsible for acting as the liaison between Assistant Managers, Lifeguards, Spring Lake Customer Service Representatives, swim team coaches, program instructors, participants and the Flagg-Rochelle Park District.

### Classification

Full-time, at will position

### Required Certifications/Qualifications

- Certified American Red Cross Lifeguarding
- Certified American Red Cross Lifeguard Instructor – NOT required year 1
- Certified Pool Operator – NOT required year 1
- Certified American Red Cross Water Safety Instructor – NOT required year 1
- Food Safety Manager
- Experience teaching swim lessons, supervising part-time employees, and managing special events preferred.
- Candidate must demonstrate proficiency in word processing, spreadsheets, and RecTrac.
- Excellent skills in planning and organizing events, activities, and programs
- Knowledge of child development
- Ability to communicate and interact effectively with children, parents, and staff
- Ability to solve problems that may arise
- Ability to enforce Park District/PDRMA rules and safety practices
- Excellent customer service skills

### Essential Duties

- Plan, coordinate, evaluate and maintain overall responsibility for both indoor and outdoor aquatic centers
- Plan, coordinate, schedule staff and assist with opening and closing duties for Spring Lake outdoor pool
- Conduct regular staff meetings
- Maintain designated administrative records
- Oversee daily operations of Spring Lake Pool & Concession stand as well as the indoor aquatic center
- Maintain inventory of food and supplies for Spring Lake concession stand
- Order and pick-up concession food and other necessities from suppliers
- Balance monies/ take deposits to the bank
- Oversee the recruitment, hiring, training, scheduling, evaluation and supervision of various part-time recreation staff and volunteers (maintenance, concessions, customer service reps, swim instructors, coaches, lifeguards)
- Coordinate special events/private rentals held at the pool
- Assist Head Coach of Rochelle Rays swim team as needed
- Submit publicity releases, prepare reports, purchase requisitions, payroll and salary agreements/recommendations
- Implement appropriate safety and disciplinary practices
- Serve as liaison between FRPD and PDRMA on all matters pertaining to aquatic centers
- Operate within the specified budget
- Maintain a clean, safe and orderly working environment throughout the aquatic centers
- Schedule and conduct all Lifeguarding, AED, & CPR drills and training, maintain AEDs
- Develop innovative instructional programs, classes and activities for swimming which will satisfy the public needs
- Submit all swim lesson documentation to the Red Cross
- Responsible for the business operation of the pool, complete accident/incident reports, as needed
- Support the philosophy and rules of the various programs and the Flagg-Rochelle Park District
- Substitute for Lifeguards/instructors when needed, teach private swim lessons as needed
- Work with KSRA teachers and programs
- Perform other duties as assigned

### Wages

- \$25,000-\$30,000 with benefits
  - Certifications reimbursement negotiated