

Department: Recreation  
Reports To: Aquatic Manager  
Classification: Full Time, Non-Exempt, At-Will

### Summary

The Aquatic Assistant Manager is responsible for acting as the liaison between lifeguards, Spring Lake customer service representatives, swim team coaches, program instructors, participants and the Flagg-Rochelle Park District.

### 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
- 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 Functions

- **Assist** ~ Plan, coordinate, evaluate and maintain overall responsibility for both indoor and outdoor aquatic centers
- **Assist** ~ Conduct regular staff meetings & trainings
- Maintain designated administrative records
- **Assist** ~ Oversee the recruitment, hiring, training, scheduling, evaluation and supervision of various part-time recreation staff and volunteers
- **Assist** ~ Coordinate special events/private rentals held at the pools
- **Assist** ~ Submit publicity releases, prepare reports, purchase requisitions, payroll and salary agreements/recommendations as required
- **Assist** ~ Serve as liaison between FRCPD 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
- Complete accident/incident reports, as needed
- **Assist** ~ Schedule and conduct all Lifeguarding, AED, & CPR drills and training
- Maintain AEDs
- **Assist** ~ Develop innovative instructional programs, classes and activities for swimming which will satisfy the public needs
- **Assist** ~ Submit all swim lesson documentation to the Red Cross
- **Assist** ~ Water chemistry, pool maintenance and backwashing

*The Flagg-Rochelle Community Park District is an Equal Opportunity Employer.*

**Job Description: Aquatic Assistant Manager**

**Marginal Functions**

- Substitute for Lifeguards/instructors when needed
- Teach private swim lessons as needed
- Assistant coach to Rochelle Rays swim team.
- Admin duties performed 1 night or 1 weekend day / week
- Performs other duties as assigned by supervisor.
- The District encourages its employees to “take ownership” of the District. As such, it is the responsibility of all Park District employees to pick up litter throughout the building, grounds and facilities of the District.
- Staff is expected to help with the successful implementation of programs, parks and services across program areas and between departments.

**Safety**

- All employees will be responsible for implementing the policies and procedures that pertain to safety and health.

**Wages/Hours**

Aquatic Assistant Manager is full-time position with benefits that will be paid every two weeks of an agreed upon yearly salary depending on experience and responsibilities.

Spring Lake hours are June-August Monday – Friday from 12:30 – 7 pm, Saturday/Sunday 12:30-5 pm and Private Rentals 5:30-9 pm

Swim Team Season is June -July Monday -Thursday from 7:45 -10: 30 am with 4 meets/season.

The REC hours are Monday – Friday 6am-9pm, Saturday 8am-6pm & Sunday 10am-6pm