

Department: Recreation
Reports To: Aquatic Supervisor/Director of Recreation
Classification: Seasonal, Non-Exempt, At-Will

Summary

Provides on-site leadership for all aquatic staff, ensures consistent enforcement of safety policies, oversees daily facility operations, assists with staff supervision and training, and supports administrative and financial procedures. This role requires strong leadership, sound judgment, and the ability to manage both emergency situations and daily operational challenges in a fast-paced outdoor environment.

Qualifications

- Must be at least 18 years of age
- Current American Red Cross Lifeguard certification (CPR/AED/First Aid)
- Prior lifeguard leadership experience required
- Demonstrated supervisory and decision-making ability
- Strong communication and conflict-resolution skills
- Knowledge of aquatic operations, chemical testing, and risk management practices

Essential Functions

- Oversee all daily operations of Spring Lake Pool
- Ensure compliance with IDPH regulations and Park District policies
- Manage admissions procedures and daily cash handling
- Prepare and maintain required documentation (incident reports, chemical logs, staff records)
- Assist with seasonal opening and closing procedures
- Supervise lifeguards, head lifeguards, front desk staff, and swim instructors
- Coordinate daily staffing coverage and guard rotations
- Provide training, coaching, and performance feedback
- Address staff concerns and escalate personnel matters to supervisor as needed
- Maintain overall safety of guests and staff
- Enforce facility rules and emergency action plans
- Perform and/or oversee chemical testing and application
- Respond to and manage emergencies, including administering First Aid, CPR, and AED
- Ensure proper documentation of all incidents

Marginal Functions

- 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 are responsible for implementing the policies & procedures that pertain to safety and health.
- Attends required safety program and in service education meetings.

Psychological Considerations

- Must have the ability to deal with other people under stressful conditions and have excellent customer service presence.

Physiological Considerations

The physical demands described here are representative of those an employee must meet to successfully perform the essential functions of this job.

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

- While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee is frequently required to stand; walk and climb or balance.
- The employee is occasionally required to use hands to finger, handle or feel; reach with hands and arms, and taste or smell.
- The employee must occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Cognitive Considerations

- Must exhibit good problem-solving abilities and good judgment in keeping the park district mission.
- Must take initiative and be able to follow directions from and work with supervisors, and co-workers.

Hours & Wage Range

This position shall be paid every two weeks (\$17-\$22/hour DOQ) and is classified as part-time employee status. Hours vary based on operational demand, including evenings, weekends, and holidays.

Contact

Send application to Attn: Aquatics at mail@rochelleparkdistrict.org