

Aquatic/Recreation Program Supervisor



POSTED ON FEBRUARY 12, 2024 AND WILL REMAIN OPEN UNTIL FILLED.

Overview:

The Village of Antioch is a non-home rule community on the Illinois-Wisconsin border located halfway between Milwaukee and Chicago with a population near 15,000. The Village of Antioch has a vibrant Downtown, and provides many municipal services such as police, parks and recreation, public works, building, and community and economic development. The Village of Antioch operates a Parks Department, which includes a seasonal Aquatic Center and various park program offerings, including a pre-school and summer day camp program.

The Village of Antioch is seeking experienced, creative, qualified, and team-oriented applicants for the position of Aquatic/Recreation Program Supervisor. Under the guidance of the Director of Parks, the Aquatics/Recreation Program Supervisor will be responsible for the planning, development, and execution of recreation programs and services for the Antioch Parks & Recreation Department. This role involves overseeing the curriculum development, scheduling, and implementation of programs catering to children aged 3 to 12, as well as managing all aspects of pool operations including staff, lifeguards, and swim instructors.

Key responsibilities include:

- Plan, coordinate, and direct the curriculum of preschool and aquatic programs
- Engage with parents/guardians to discuss student progress and address inquiries or concerns.
- Maintain open communication with children, parents, and staff to ensure satisfaction with programs and facilities.
- Conduct regular audits of various operational aspects such as in-service logs, facility rentals, and chemical usage.
- Generate work schedules for Aquatic (AAC) staff in advance and communicate program cancellations or center closings.
- Recruit, evaluate, and assign staff for youth programs, while securing contractual contractors as needed.
- Manage procurement of equipment and supplies, maintaining inventory and adhering to budgetary guidelines.
- Enforce safety protocols and emergency procedures to protect program participants and users.
- Handle financial tasks such as fee collection, payment tracking, and follow-up with delinquent accounts.
- Supervise staff, providing leadership, discipline, constructive feedback, and support to enhance their skills.
- Collaborate with managers to establish training goals, coordinate orientation, and conduct regular in-service meetings.
- Foster a harmonious work environment and address any grievances among team members.
- Develop and implement policies, procedures, and standards to optimize program efficiency and compliance.

Full position description available upon request.

Qualifications:

High School Diploma or GED Equivalent required. Graduation from a four-year accredited college or university with a Bachelor's Degree in Recreation Management, Sports Management, Physical Education, or a related field preferred. Minimum of one (1) year of experience in parks and recreation administration, customer service, or recreational programming. Minimum of two (2) years of experience as a lifeguard and pool manager. CPR and First Aid certification, certified lifeguard instructor, and valid driver's license required.

Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills, and abilities necessary to successfully perform the essential job functions of this position.

The ideal candidate will possess expertise in American Red Cross Certification, Water Safety Instructor certification, aquatic facility emergency management, and exemplary customer service practices.

Salary & Benefits:

The annual salary range is \$58,000-\$70,000 DOQ. An excellent benefits package is available.

How to Apply:

Interested applicants should submit a completed application (available on our website); cover letter, resume and three work-related references to:

Village of Antioch
Attn: Lori Romine, Human Resources
874 Main St
Antioch, IL 60002
Or email to:
lromine@antioch.il.gov

Equal Opportunity Employer:

The Village of Antioch provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.