

## **CHISAGO LAKES AREA SCHOOLS**

### **TITLE:**

Community Center and Aquatics Program Manager

### **CLASSIFICATIONS:**

Community Education

### **REPORTS TO:**

Director of Community Education

### **QUALIFICATIONS:**

1. Ability to supervise staff.
2. Experience in program administration, aquatics and fitness.
3. Bachelor's degree in education, youth development, recreation or related field OR equivalent combination of education and career experience.
4. Prior experience or training in staff supervision and management.
5. Certifications: CPR, First Aid, Lifeguard and Water Safety Instructor.
6. Responsible for filling gaps in the lifeguard and swim instructor schedule.
7. Ability to adapt and fulfill job responsibilities with minimal supervision.
8. Ability to communicate information clearly and concisely, both written and orally.
9. Ability to provide a high level of customer service.
10. Ability to research, analyze, and evaluate financial data.
11. Ability to work with other school personnel when implementing programs.
12. Highly organized, with attention to details and the ability to efficiently multitask and manage competing priorities and deadlines for multiple programs and projects.
13. Ability to cooperatively work with outside agencies in setting up appropriate programs.
14. Preferred Water Safety Instructor Trainer (WSIT), Lifeguard Instructor Trainer (LIT), and Pool Operator's License or the ability to obtain within 90 days of hire.
15. Experience utilizing Eleyo preferred.

### **JOB PURPOSE:**

The Community Education Community Center and Aquatics Program Manager will be responsible for all programming for youth and adults, aquatic and fitness. Evaluates, organizes, and administers youth and adult programs and district facility use specific to the fieldhouse and aquatics center. Supervise, hire and train staff, coordinate programs and equipment needs.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. This position will require a willingness to be flexible regarding the daily work schedule when needed and appropriate.
2. Oversight of daily pool/WCC operations.
3. Coordinates scheduling of aquatics staff to provide proper program delivery.
4. Coordinates aquatic rentals and parties.
5. Provide CPR and First Aid training for required ISD 2144 employees.
6. Provide Water Safety Instructor training for all aquatics staff.
7. Provide Lifeguard training for all aquatics staff.
8. Develop, plan, organize, implement and coordinate aquatic programs, camps and clinics which includes keeping current with programs.
9. Ability to hire, train and supervise staff to result in quality programs and customer service.
10. Plan and facilitate staff meetings and professional development for staff.
11. Create and monitor annual budgets to successfully implement programming.
12. Work collaboratively with district staff and community agencies to maximize opportunities for students, staff and program participants.
13. Attend Community Education staff meetings.
14. Attend CEAC (Community Education Advisory Council) meetings as requested.
15. Enhancing profitability by organizing and delivering an appropriate range of fitness activities and programs
16. Maintain fitness equipment
17. Ensuring compliance with health and safety regulations
18. Drive results through Fitness by analyzing performance, management of the fitness teams, and execution of fitness strategies with an emphasis on positive financial outcomes.
19. Perform other services as directed by the Director of Community Education.

**TERMS OF EMPLOYMENT:**

Salary and work year to be established by the Board of Education.

**EVALUATION:**

Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of personnel.