URBANA PARK DISTRICT

You belong here.

Darius E Phebus Administrative Building / 303 W University Ave / Urbana, IL 61801
Phone 217.367.1536 / Fax 217.367.1391 / www.urbanaparks.org

TO: Aquatics Coordinator

FR: Human Resources

DT: November 2, 2026

RE: Call for Applications – Recreation – Aquatics Coordinator

RECREATION – AQUATICS COORDINATOR:

In order to deliver quality programs and services to the public, the Aquatics Coordinator plans, organizes, coordinates, and administers the overall comprehensive aquatic programs for citizens. The Coordinator of this department is also responsible for oversight of the Urbana Indoor Aquatic Center and the Crystal Lake Park Family Aquatic Center. This job requires a dynamic individual who is organized and willing to work effectively with the public.

The Aquatics Coordinator is responsible for assisting in the supervision of all intermittent/seasonal aquatics staff and supervision is received from the Aquatics Manager.

General Position Description:

The Aquatics Coordinator is a Full-Time, Exempt position. This position requires flexibility in the hours worked to meet the needs of the Urbana Park District. Typical hours are 8AM – 5PM Monday through Friday.

General Position Requirements:

The incumbent operates according to general office policies and procedures and within specific park district rules, policies, and procedures, exercising independent judgment as required. The incumbent performs administrative functions within general office policies, referring highly unusual or unprecedented situations to supervisor as needed.

The incumbent will be responsible to operate within the guidelines of the park district's safety program to minimize the hazards that adversely affect the safety of personnel, the security of property, and the well-being of patrons exposed to park district operations and personnel.

Please see the attached Position Description for full details of the position.

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Salary Range: FY27

$50,952.67 - $67,482.06

Starting Salary: $50,952.67 + Paid time off, access to full benefits, and participation in the Illinois Municipal Retirement Fund (IMRF). Please see attached benefits summary.

Application Process:

The Urbana Park District is utilizing an on-line application system—please go to the Urbana Park District webpage, www.urbanaparks.org to apply. Candidates for the Aquatics Coordinator position should submit: cover letter of interest, current resume to reflect the knowledge, skills, and abilities based on the attached Position Description.

Application Process for selected candidates will include:

- Formal interview with a staff review panel
- Meetings with administrative and/or other staff groups as requested/required
- Reference Checks
- Appropriate testing as required

Proposed Schedule:

Position Notice Posted	November 2, 2026
Applications Due By	November 30, 2026
Interviews Conducted	December 7-11, 2026
Start Date	January 4, 2027

Questions:

Contact Jennifer Nierenhausen: jrnierenhausen@urbanaparks.org