

Position Description

Position Title: Athletic Supervisor

Department: CRWC

Reports to: Parks and Recreation
Director

FLSA Status: NONEXEMPT

Full-Time

Position Summary: The Athletic Supervisor oversees and coordinates the day to day operational activities of CRWC providing functional leadership to staff and administrative support to the Director. Must be available nights and weekends.

Essential Duties/Responsibilities:

Full-time energetic, creative, certified, organized individual who love sports and water. The Athletic/Aquatics Supervisor is responsible for supervising and coordinating all youth and adult athletic leagues and programs, developing new programs, the operations of a 5-lane indoor pool, whirlpool, aquatic classes, swim lessons, lifeguard training, staffing and pool maintenance.

Position Qualifications

Education/Experience/Training

Education: Bachelor's degree, preferably in Recreation or Sports Management or related field.

Experience: One to two years of supervisory experience preferred.

Certifications: Certified Pool Operator (CPO) within 6 months of employment. CPR, AED and First Aid Certification, Valid Illinois Driver's License.

Skills/Abilities

- Excellent organizational skills
- Customer service skills with youth, parents, staff, and the community at large are a must
- Knowledge and experience in methods and techniques of planning, developing and managing athletic programs is required.
- The candidate must have the ability to establish and maintain effective working relationships with employees, volunteers, superiors, contractors, and the public.
- Ability to teach athletic classes
- Basic computing proficiencies are also required
- Innovative program designs with accompanying marketing strategies are also desired.
- Moderate computer skills

The above is intended to describe the general content of and requirements for the performance of this job. It is not intended to be an exhaustive statement of duties, responsibilities or requirements. This document does not create an employment contract, implied or otherwise, other than an "at will" relationship.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

While performing the duties of this job, the employee is frequently required to sit, talk or hear, stand, walk, use hands to finger, handle or operate objects, tools or controls and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl and taste or smell.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.