



**TOWN OF NORMAL**  
invites applications for the position of:

## **Aquatics and Special Events Supervisor**

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**SALARY:** \$49,942.00 - \$58,757.00 Annually

**OPENING DATE:** 01/09/15

**CLOSING DATE:** 02/02/15 05:00 PM

**JOB DESCRIPTION:**

**Starting salary is up to \$58,757.00 depending upon qualifications.**

**Aquatics and Special Events Supervisor – Parks and Recreation**

The Town of Normal Parks and Recreation Department is seeking a responsible individual to coordinate the staffing and management of Town of Normal aquatic facilities. This position is responsible for overseeing all aquatic programming for the Department as well as the overall aquatic facility operation. This is a professional aquatic recreation position requiring considerable independent judgment and expertise in implementing and supervising a high quality, comprehensive aquatic program within the community. This position is responsible for overseeing the hiring, training and evaluation of all aquatics staff members and coordinates maintenance functions required at the facilities with the Park Maintenance staff. This position is also responsible for coordinating all Department-sponsored special events, including holiday activities such as the community Easter Egg Hunt, Breakfast with Santa and Halloween Haunted Trail.

**DUTIES/ESSENTIAL JOB FUNCTIONS:**

- Hire, train, and supervise management staff of the Town of Normal aquatic facilities.
- Plan, organize and supervise the department's aquatic programming and special events that appeal to children, adults and families within the community.
- Prepare and administer a 5 year budget for equipment, chemicals and supplies by forecasting revenues and expenditures. Make recommendations on equipment and supplies to ensure a safe aquatic operation.
- Generate periodic reports that support the review and analysis of operations.
- Purchase supplies, equipment and admission systems that will promote the most aesthetically pleasing and fiscally sound facilities in accordance with purchasing policies.
- Assist other departmental staff in planning, coordinating, promoting, directing, and producing special events or working on special projects.
- Notify Park Maintenance staff when there are malfunctions with the aquatic facility mechanical equipment and issues relative to proper water chemistry.
- Investigate and respond to suggestions or complaints regarding aquatic or recreation programming.
- Maintaining positive and effective working relations with Town staff and volunteers, professional, public and community organizations, and a diverse public.

**REQUIRED KNOWLEDGE, SKILL AND ABILITIES:**

- Ability to select, train, motivate and supervise part-time seasonal staff.
- Considerable knowledge of the principles and practices of operating a successful municipal aquatic facility.
- Considerable knowledge in staffing, marketing, coordinating volunteers, etc. for municipal special events.
- Considerable knowledge in the subject of pool chemistry.
- Considerable knowledge of aquatic operations to include safe practices, hiring, concession

- management, staffing and employee supervision.
- Excellent customer service and team-oriented skills.
  - Excellent verbal, written and interpersonal skills.
  - Strong programming, planning, budgeting and organization skills.
  - Ability to utilize available technology as well as recommend improvements that support efficient and effective operations.
  - Ability to maintain Jeff Ellis & Associates Instructor level certification or to attain certification within the first 6 months of employment.

### **DESIRABLE TRAINING AND EXPERIENCE:**

Bachelor's Degree in Recreation or related field and considerable working experience in aquatics programs and recreation programming with experience in lifeguarding, swim instruction and pool management is required. Aquatic Facility Operator certification is desirable, Certified Pool Operator certification is acceptable. Certified Parks & Recreation Professional certification preferred.

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APPLICATIONS MAY BE FILED ONLINE AT:

<http://www.normal.org>

11 Uptown Circle  
Normal, IL 61761  
309-454-9502

Position #051  
AQUATICS AND SPECIAL EVENTS SUPERVISOR  
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**The Town of Normal is an equal opportunity employer.**

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**Aquatics and Special Events Supervisor Supplemental Questionnaire**

\* 1. Please describe your experience managing an aquatics facility with a minimum of 100 employees.

\* 2. Please describe your budgeting experience.

\* 3. Please describe your experience coordinating special events and working with volunteers.

\* Required Question