



# JOB POSTING

## Aquatic Center Coordinator

6-Month Seasonal Position

Mid-March through Mid-September

The Village of Lincolnwood is seeking dynamic and enthusiastic candidates for the Seasonal Aquatic Center Coordinator position. **This is an ideal position for a swim coach, teacher, or aquatics professional with management experience!**

The Aquatic Center Coordinator works mid-March through mid-September, and is responsible for all aspects of the Proesel Park Family Aquatic Center, including maintenance, customer service, lifesaving skill training, swim lesson, and concession operations.

Hours vary based on the time of year and applicant's availability, starting with 10 hours per week pre-season to conduct the hiring process and increasing to approximately 40 hours per week during the summer season.

Prior to the start of the season, this position serves in an administrative role overseeing staff hiring and training, program development, and facility preparations. The Coordinator manages all day-to-day operations, plans ongoing staff training and in-services, and is available to respond in the event of an emergency during the pool season. After the facility closes on Labor Day, the Coordinator organizes all supplies and makes recommendations for the following season.

The ideal candidate will have 5+ years of experience working in an aquatic setting; 3+ years of supervisory experience is preferred. Candidates must be available to work up to 40 flexible hours per week during the pool season and staff training (May 23-September 4, 2017), including nights, weekends, and holidays. The ability to develop and communicate operational policies and procedures is one of the keys to success in this position. The Aquatic Center Coordinator also must be able to obtain applicable American Red Cross Certifications and a Certified Pool Operator Certification by May 2017. The hourly pay rate for this position is \$18-21 DOQ.

### How to Apply:

Review the full job description and apply online: <http://www.lincolnwoodil.org/government/employment/>

### Questions:

Our team is happy to answer any questions you may have and talk more about the season! Please contact Melissa Rimdzius at [mrimdzius@lwd.org](mailto:mrimdzius@lwd.org) or 847-677-9740