



GENESEO PARK DISTRICT

Full-time and Part-time Job Descriptions

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Job Description

Administrative Assistant

SUMMARY

This position demonstrates a high level of responsibility and independence. The Administrative Assistant should assure discreet handling of all business and earn supervisor's full confidence in handling the administrative details of all projects. The Administrative Assistant should take initiative in the Superintendent of Finance and Administration's absence and allow for flexibility. Must be people orientated with an ability to work effectively with the public, press and staff. The Administrative Assistant serves as Freedom of Information Officer and Open Meetings Officer alternate for the Park District.

The Administrative Assistant is a full-time position working an average of 40 hours per week.

QUALIFICATIONS

Graduate of high school and/or business school with at least 5 years of clerical experience. Must possess excellent organizational skills with the ability to set priorities and schedule time effectively, must possess the ability to handle confidential information with discretion. Must be well versed in all aspects of office duties including computer usage and has a strong background in the operations of all standard office equipment and computer programs. Candidate must possess current IMRF Authorized Agent Certification; current FOIA and OMA Certification; and current CPR certification. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Administrative Assistant reports directly to the Executive Director and Superintendent of Finance and Administration.

DUTIES AND RESPONSIBILITIES

1. Responsible for accounts payable, accounts receivable, invoicing, cash receipts, journal entries, payroll, payroll expenses, and the reconciliation of park district checking account. Corresponding monthly & quarterly reporting requirements (sales tax, employment statistics, IDES, PDRMA, NCPERS, etc) along with yearend reporting such as W2's, 1099 Misc & W3's.
2. Maintain ACH payments and database. Process ACH membership changes and cancellation requests. Prepares and distributes monthly billing report.
3. Responsible for employee personnel files, background check information, new hire reporting, new hire orientation, payroll deductions and monitoring minimum wage.
4. Development and maintenance of employee recognition program and help administer Employee Wellness Program.
5. Maintain received employment applications.

6. Responsible for employee birthday and anniversary recognition and current employee list.
7. Prepare and distribute team meeting & safety meeting minutes, prepare annual employee time sheets, and create annual time entry periods in INCODE, sort and distribute park district mail.
8. Responsible for administration of park district phone system and answering machine.
9. Work cooperatively with administration, department heads, managers and other park district staff and encourage others to do the same.
10. Responsible for official files of resolutions, ordinances, board minutes, agendas, public notice, etc. and for preparation and submission of election packets for Park Board candidates. Updating Supt of F&A of any policies needing updated.
11. Responsible for preparation, distribution and posting of monthly board packets and agenda and also Advisory Committee Agenda and minutes.
12. Obtains annual IMRF Authorized Agent certification and administers monthly IMRF payments.
13. Responsible for registration and travel arrangements for staff and board attendance at conferences and trainings.
14. Attend and produce minutes of Park Board meetings and other special meeting of the Board and serve as Assistant Board Secretary and Alternate Freedom of Information Officer.
15. Complete annual FOIA and OMA training and serve as backup OMA & FOIA officer to Executive Director.
16. Responsible for annual maintenance of Organizational Chart, Salary Schedule, Municipal Directory and staff/board changes of the Crisis Management Plan.
17. Maintain electronic Park District History file.
18. Maintain training records in INCODE.
19. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.
12. Attending meetings and contributing ideas and suggestions for improvements. Committee members are required to attend committee meetings. Frequent absences from meeting will result in disciplinary action and be reflected in annual performance appraisals.

13. Reporting any unsafe acts or conditions that could lead to loss of life, injury or damage to District property.
14. Participating in the scheduled inspections of District sites and facilities and providing recommendations to the Committee.
15. Inducing others to work safely while setting examples of safe performance.
16. Investigation follow-up log suggestions with the appropriate staff, and reporting to the Committee the results.
17. Preparing minutes for each meeting and distributing them to Committee members, Department Heads and the Executive Director.
18. Reporting the status of pending recommendations.
19. Chairing the meeting, in the absence of the Chairperson.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Administrative Assistant may feel stress from being held responsible for handling financial and administrative business of the Park District.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – occasionally | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally Monday through Friday days, with occasional evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Administrative Assistant must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

The Administrative Assistant must work with minimal guidance or supervision; be able to give and receive directions and perform work activities as described; show interest and willingness to learn and be perceptive and analytical.

The following traits will be required: firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand); detail mindedness (accesses all details attendant to a project or situation); decisiveness (makes decisions when required or takes action when appropriate); foresight/anticipation of problems (look beyond the initial circumstances to analyze future situations); motivation (sets challenging but attainable goals and is committed to a high level of achievement); professional growth/initiative (must have determination, self-discipline and willingness to attend seminars, workshops or other educational offerings to provide for professional growth and knowledge of new or improved technology, equipment, methods or materials).



Job Description

Aquatic Center Admissions/Concessions Assistant Manager

SUMMARY

The Admissions/Concessions Assistant Manager is responsible for the daily operations associated with the Geneseo Park Districts' Cashiers, Concessionaires and Maintenance/Housekeeping at the John and Carla Edwards Aquatic Center.

The Admissions/Concessions Assistant Manager is a part-time position working up to 35 hours per week during the summer months.

QUALIFICATIONS

Ability to maintain positive and effective working relationships with other employees and work in a team-based environment. Ability to problem solve in an intelligent, effective manner; organizational ability; skill in written and verbal communication; ability to work independently and manage simultaneous projects. Proficient in Microsoft Office and RecTrac software. Current certification in CPR and First Aid is required and can be provided by the Geneseo Park District. Candidate may also be required to possess a valid Illinois class "D" driver's license. Must possess or be able to acquire a current Food Handling Certificate as required by the State of Illinois.

IMMEDIATE SUPERVISOR:

The Admissions/Concessions Assistant Manager is responsible to the Recreation/Aquatics Supervisor.

DUTIES AND RESPONSIBILITIES:

1. Maintain a safe environment for all employees and patrons.
2. Validate patron status upon entry into the building and confirm household balances are accurate and paid in full.
3. Confirm the previous shift's transactions are correct and file any paperwork.
4. Process cash transaction for drop-in customers.
5. Enforce all rules and regulations as indicated in Park District and Aquatic Center Manuals.
6. Have a total working and functional knowledge of safety and first aid equipment located at the Aquatic Center.
7. Attend and present appropriate information at staff meetings.
8. Complete appropriate forms and reports daily and weekly through knowledge of the Recreation Software system.
9. Assist in the development of monthly schedule of working hours for all concessions and admissions staff.
10. Review and always verify the complete stock of inventory.

11. Supervise completion of weekly closeouts at the end of each week, analyzing data provided from each night, deciphering discrepancies in data, and designing a monthly Aquatic Center report to reflect numbers.
12. Review Aquatic Center Concessionaires and Admissions procedures plan and implement change to best improve the operation upon approval from the Recreation/Aquatic Supervisor.
13. Check messages left on voicemail and respond to all patron questions, concerns, and ideas. Field calls from all patrons and staff of the Park District, maintain contact with Aquatic Center working employees as needed, and report weekly numbers to Recreation/Aquatics Supervisor as requested.
14. Supervise concessionaires, cashiers and maintenance/housekeepers and complete all duties required to assure a harmonious working environment.
15. Maintain records for all State of Illinois Food handler Certificates.
16. Enter time worked in INCODE Time Entry at the end of each shift.
17. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintain a working knowledge of all general and departmental-specific safety rules.
2. Act quickly and calmly in emergency situations.
3. Use material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attend required safety program and in-service education meetings.
5. Correct unsafe conditions and/or reports them to supervisor.
6. Address unsafe employee behaviors by approaching, correcting, and coaching.
7. Enforce safety disciplinary policies and procedures.
8. Provide safety orientation for all new employees that include job instruction, safety, and ergonomic training.
9. Hold employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Complete accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provide information and resources needed for PDRMA Loss Control Program.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Admissions/Concessions Assistant Manager must resolve differences and problems that arise with patrons and employees. The Admissions/Concessions Manager is responsible for safe and well-organized facility. The employee may also have to work under stressful situations when presented.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – frequently | Kneeling – occasionally | Driving – occasionally |

Work area is both indoor, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoor at the Geneseo Park District Aquatic Center. Occasional exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. May be exposed to chemicals and floors may be slippery. Exposure to noise distractions from employees, patrons, or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. May work in a severe climate with high/low degrees Fahrenheit and high humidity.

The schedule is generally five to seven days a week on any given week. Evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Admissions/Concessions Assistant Manager must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to cooperate with and interpret Park District philosophies in relation to governmental, public, and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Aquatic Center Assistant Manager

SUMMARY

The Aquatic Center Assistant Manager assists with the daily operations associated with the Geneseo Park District's John and Carla Edwards Aquatic Center. The Aquatic Center Assistant Manager is a part-time position working up to 35 hours per week in the summer months.

QUALIFICATIONS

The Aquatic Center Assistant Manager is expected to obtain a Starguard Elite Certification in Lifeguard, CPR and First Aid training prior to opening day. Candidate may also be required to possess a valid Illinois class "D" driver's license. Ability to maintain positive and effective working relationships with other employees and work in a team-based environment. Ability to problem solve in an intelligent, effective manner; organizational ability; skill in written and verbal communication; ability to work independently and manage simultaneous projects. Proficient in Microsoft Office and Recreation Software.

IMMEDIATE SUPERVISOR:

The Aquatic Center Assistant Manager is responsible to the Park District Aquatic Manager.

DUTIES AND RESPONSIBILITIES:

1. Maintain a safe environment for all employees and patrons.
2. Supervise and evaluate lifeguard staff.
3. Cooperate with the Park District Aquatic Manager to plan and prepare for all Aquatic Center rentals, events, and public swim.
4. Assist with work schedule for all Aquatic Center lifeguards.
5. Assist with the training and in-services of lifeguard staff for Aquatic Center following Starguard Elite's guidelines.
6. Assist with operation of pool filtration system.
7. Promote pool activities to outside organizations.
8. Assist with emergency procedures and building evacuation.
9. Schedule Aquatic Center rentals and assure that they are properly guarded in coordination with the Park District Aquatic Manager.
10. Maintain and complete necessary paperwork for seasonal audits.
11. Maintain appropriate records for the Illinois Department of Public Health.
12. Assist in developing and conducting agenda and conduct weekly staff in-service trainings.

13. Recommend equipment for Aquatic Center events and/or facilities.
14. Assist with planning and oversee Aquatic Special Events.
15. Evaluate the pool water chemistry when needed and add appropriate chemicals.
16. Assist with customer service.
17. Orientate new members to pool equipment and locker rooms.

18. Assist with upkeep of pool and pool equipment.
19. Assist staff with pool activities.
20. Complete several inspections of bathhouses during shifts or delegate another staff member to complete inspections if not able to enter.
21. Complete Daily Facility Checklist.
22. Enter time worked in INCODE Time Entry at the end of each shift
23. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting, and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety, and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Aquatic Center Assistant Manager must resolve differences and problems that arise with patrons and employees. The Aquatic Center Assistant Manager is responsible for safe and well-organized swim programs. The employee may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoor, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoor at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. May be exposed to pool chemicals and pool area floors may be slippery. Exposure to noise distractions from employees, patrons, or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. May work in a climate of 86 degrees Fahrenheit and high humidity. May need to respond quickly and accurately.

The schedule is generally summer months, Monday through Friday days, with evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Aquatic Center Assistant Manager must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to cooperate with and interpret Park District philosophies in relation to governmental, public, and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Aquatic Center Cashier

SUMMARY

The Aquatic Center Cashier is responsible for the daily admission operations associated with the Geneseo Park District's Aquatic Center.

The Aquatic Center Cashier is a part-time position working approximately 20-30 hours per week during the Summer Season.

QUALIFICATIONS

Ability to maintain positive and effective working relationships with other employees and work in a team based environment. Demonstrate ability to handle money quickly and accurately. Ability to remain organized and in control under fast paced working conditions. Ability to problem solve in an intelligent, effective manner. Must possess skill in written and verbal communication and ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR:

The Aquatic Center Cashier is responsible to the Recreation/Aquatics Supervisor.

DUTIES AND RESPONSIBILITIES:

1. Prepare cash drawer for opening at the beginning of shift.
2. Maintain a neat and orderly working area.
3. Responsible for knowing all prices.
4. Maintain proper cash control procedure.
5. Enforce all rules and regulations as indicated in Park District and Aquatic Center Manuals.
6. Maintain a high level of readiness and be prepared to handle any emergency situations.
7. Have a total working and functional knowledge of Aquatic Center operation.
8. Have a total working and functional knowledge of safety and first aid equipment located at the Aquatic Center.
9. Attend and present appropriate information at staff meetings.
10. Complete appropriate forms and reports daily and weekly.
11. Review and assure the complete stock of inventory at all times.
12. Review Aquatic Center procedures plan and implement change to best improve the operation.
13. Enter time worked in INCODE Time Entry at the end of each shift.
14. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Aquatic Center Cashier must assist in resolving differences and problems that arise with patrons and employees. The Aquatic Center Cashier is responsible for safe and well organized facility. The employee may also have to work under stressful situations when presented.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – frequently | Kneeling – occasionally | Driving – rarely |

Work area is both indoor, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoor at the Geneseo Park District Aquatic Center. Occasional exposure to natural and potentially extreme weather conditions while performing job related activities. May be exposed to chemicals and Aquatic Center floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally three to five days a week on any given day working evening and weekend hours as necessary to produce exceptional results.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Aquatic Center Cashier must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a

team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Aquatic Center Concessionaire

SUMMARY

The Aquatic Center Concessionaire is responsible for the daily concession operations associated with the Geneseo Park District's Aquatic Center.

The Aquatic Center Concessionaire is a part-time position working approximately 20-30 hours per week during the Summer Season.

QUALIFICATIONS

Ability to maintain positive and effective working relationships with other employees and work in a team based environment. Demonstrate ability to handle money quickly and accurately and remain organized and in control under fast paced working conditions. Ability to problem solve in an intelligent, effective manner. Skill in written and verbal communication. Ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license. Must possess or be able to acquire a current Food Service Manager Certification through the State of Illinois.

IMMEDIATE SUPERVISOR:

The Aquatic Center Concessionaire is responsible to the Recreation/Aquatics Supervisor.

DUTIES AND RESPONSIBILITIES:

1. Prepare food and concession supplies for opening at the beginning of shift.
2. Maintain a neat and orderly working area.
3. Insure that stock is properly maintained.
4. Responsible for knowing all items available and prices.
5. Maintain proper cash control procedure.
6. Enforce all rules and regulations as indicated in Park District and Aquatic Center Manuals.
7. Maintain a high level of readiness and be prepared to handle any emergency situations.
8. Have a total working and functional knowledge of Aquatic Center concession operation.
9. Have a total working and functional knowledge of safety and first aid equipment located at the Aquatic Center.
10. Attend and present appropriate information at staff meetings.
11. Complete appropriate forms and reports daily and weekly.
12. Review and assure the complete stock of inventory at all times.
13. Review Aquatic Center procedures plan and implement change to best improve the operation.
14. Enter time worked in INCODE Time Entry at the end of each shift.
15. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Aquatic Center Concessionaire must assist in resolving differences and problems that arise with patrons and employees. The Aquatic Center Concessionaire is responsible for safe and well-organized facility. The employee may also have to work under stressful situations when presented.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – frequently | Kneeling – occasionally | Driving – rarely |

Work area is both indoor, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoor at the Geneseo Park District Aquatic Center. Occasional exposure to natural and potentially extreme weather conditions while performing job related activities. May be exposed to chemicals and Aquatic Center floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally three to five days a week on any given day working evening and weekend hours as necessary to produce exceptional results.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Aquatic Center Concessionaire must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to cooperate with and interpret Park District philosophies in relation to public and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions

with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Aquatic Center Maintenance

SUMMARY

Under specific direction of Recreation/Aquatics Supervisor and/or Park District Aquatics Manager, the Aquatic Center Maintenance is responsible for the upkeep of the assigned areas, daily check sheets, use of housekeeping equipment and care of equipment and supplies.

The Aquatic Center Maintenance is responsible for performing a variety of tasks to maintain the cleanliness of the building.

The Aquatic Center Maintenance is a part time position working an average of 2 hours per shift as needed and under 20 hours per week.

QUALIFICATIONS

Must be 16 years of age or older. Possess knowledge of all housekeeping equipment and the cleaning process.

Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Aquatic Center Maintenance reports directly to Recreation/Aquatics Supervisor and/or Park District Aquatics Manager.

DUTIES AND RESPONSIBILITIES

1. Works as scheduled. Arrive at work on time.
2. Accomplish all duties assigned on a daily basis.
3. Work as a team to accomplish duties.
4. Responsible for working safely and using equipment and supplies appropriately.
5. Complete room set ups as needed.
6. Assist in storing and replenishing housekeeping duties.
7. Notify Recreation/Aquatics Supervisor or Park District Aquatics Manager of any supplies that need to be ordered, equipment that needs to be fixed, and any facility repairs that need to be completed.
8. Attend staff meetings.
9. Assist with program clean-up, set-up and other projects.
10. Performs general daily task housekeeping duties; sweeps, dusts and mops floors; dusts, polishes and cleans all facility areas and equipment.
11. Maintains facilities in a clean and sanitary condition; performs routine tasks such as unclogging drains, tightening loose fittings and other daily minor maintenance.
12. Inspects facilities, equipment and grounds on daily basis while performing routine tasks.

13. Operates mechanized equipment for the purpose of vacuuming.
14. Performs minor repairs; replaces light bulbs and lamps.
15. Performs a variety of housekeeping activities on the facility grounds; picks up trash, litter, and debris.
16. Enter time worked in INCODE Time Entry at the end of each shift.
17. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Aquatic Center Maintenance works unsupervised and may need to seek out supervision when it is needed.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-----------------------|-----------------------|
| Sitting – rarely | Walking – frequently | Standing - frequently |
| Lifting – heavy, 0 – 50 lbs. | Stooping – frequently | Reaching – frequently |
| Climbing – occasionally | Kneeling – frequently | Driving – rarely |

Work area is both indoor, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoor at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. Will also be exposed to various chemicals (ie., cleaning agents,). Must be able to adjust to sudden change when dealing with facilities and programs. Heavy lifting on certain occasions. Work pace varies depending on the task required. Working in teams will allow employees to have assistance with heavier activities. Lifting also requires bending, stooping, carrying and twisting.

The schedule is generally Sunday through Saturday evenings.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Aquatic Center Maintenance must be able to follow directions - oral and written; must be able to read and write; may need to add and subtract; must use good safety awareness and judgment and must follow safety protocol.

The Aquatic Center Maintenance will possess the following traits: ability to function with minimal guidance or supervision; ability to receive directions and perform work activities as described; and show an interest and willingness to learn; exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.



Job Description

Aquatic Center Custodian

SUMMARY

Under specific direction of the Lead Custodian the Aquatic Center Custodian is responsible for the upkeep of the assigned areas, daily check sheets, use of custodial equipment and care of equipment and supplies.

The Aquatic Center Custodian is responsible for performing a variety of tasks to maintain the cleanliness of the building. Occasionally the Custodian will be required to perform other general maintenance tasks and repairs.

The Aquatic Center Custodian is a part time position working an average of 2.5 hours per day and under 20 hours per week.

QUALIFICATIONS

Must have High School Diploma or General Education Diploma (GED), possess knowledge of all custodial equipment, floor finishing and cleaning process. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Aquatic Center Custodian reports directly to the Lead Custodian.

DUTIES AND RESPONSIBILITIES

1. Responsible for working safely and using equipment and supplies appropriately.
2. Works as scheduled. Arrive at work on time.
3. Accomplish all duties assigned on a daily basis.
4. Work as a team to accomplish duties.
5. Complete daily custodial checklists and turn into the Lead Custodian after each shift.
6. Complete room set ups as needed.
7. Assist in storing and replenishing custodial supplies.
8. Notify Lead Custodian of any supplies that need to be ordered, equipment that needs to be fixed, and any facility repairs that need to be completed.
9. Attend quarterly custodian staff meetings.
10. Assist with program clean-up, set-up and other projects.
11. Depending on shift, may be required to use a walkie-talkie.
12. Check with your immediate supervisor before signing out per shift.
13. Perform all job tasks within the rules and guidelines of the District's safety program.
14. Performs general daily task custodial duties; sweeps, dusts and mops floors; dusts, polishes and cleans all facilities and equipment.
15. Maintains facilities in a clean and sanitary condition; performs routine tasks such as

- unclogging drains, tightening loose fittings and other daily minor maintenance.
- 16. Inspects facilities, equipment and grounds on daily basis for any safety problems and minor repairs needed. Turn in reports accordingly.
- 17. Operates mechanized equipment for the purpose of vacuuming, burnishing, shampooing, stripping and waxing floors.
- 18. Performs minor repairs; replaces light bulbs and lamps.
- 19. Performs a variety of custodial activities on the facility grounds; picks up trash, litter and debris; water plants; weeds landscaping; removes snow from sidewalks.
- 20. Enter time worked in INCODE Time Entry at the end of each shift.
- 21. Performs all other duties as required or assigned.

SAFETY RESPONSIBILITIES

- 1. Maintains a working knowledge of all general and departmental-specific safety rules.
- 2. Acts quickly and calmly in emergency situations.
- 3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
- 4. Attends required safety program and in-service education meetings
- 5. Reports any work-related or patron injuries to supervisor promptly.
- 6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Aquatic Center Custodian works unsupervised and may need to seek out supervision when it is needed.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-----------------------|------------------------|
| Sitting – rarely | Walking – frequently | Standing - frequently |
| Lifting – heavy, 0 – 50 lbs. | Stooping – frequently | Reaching – frequently |
| Climbing – occasionally | Kneeling – frequently | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at the Aquatic Center. Frequent exposure to natural and potentially extreme weather conditions while attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. Will also be exposed to various chemicals (ie., fertilizers, weed killers, pool chemicals, cleaning agents, and oil fuels). Must be able to adjust to sudden change when dealing with facilities and programs. Heavy lifting on certain occasions. Work pace varies

depending on the task required. Working in teams will allow employees to have assistance with heavier activities. Lifting also requires bending, stooping, carrying and twisting.

The schedule is generally Sunday through Saturday evenings.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Aquatic Center Custodian must be able to follow directions - oral and written; must be able to read and write; may need to add and subtract; must use good safety awareness and judgment and must follow safety protocol.

The Aquatic Center Custodian will possess the following traits: ability to function with minimal guidance or supervision; ability to receive directions and perform work activities as described; and show an interest and willingness to learn; exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.



Job Description

Athletics Lead

SUMMARY

Under the supervision of the Recreation/Aquatic Supervisor and/or the Superintendent of Recreation, the Athletics Lead will be responsible for all aspects of program development. This includes instruction and evaluation. The Athletics Lead primary role is to instruct our patrons in a safe, effective and positive manner.

The Athletics Lead is a part time position working under 10 hours per week.

The following programs have an Athletic Lead: Golf, Tennis, Running, Pickleball, Basketball, Volleyball, Flag Football, Track & Field and other athletic programs as assigned.

QUALIFICATIONS

The Athletics Lead must have the ability to maintain positive and effective working relationships with other employees and work in a team based environment. Ability to problem solve in an intelligent, effective manner. Must possess organizational ability; skill in written and verbal communication and ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Athletics Lead is responsible to the Recreation/Aquatic Supervisor and/or the Superintendent of Recreation.

DUTIES AND RESPONSIBILITIES

1. Determine program content including skills, drills, games, and contests.
2. Determine program offering dates, times, and locations.
3. Recruit Athletic Assistants.
4. Monitor registration numbers to insure programs have the proper instructor to participant ratio.
5. At a predetermined time, the Athletics Lead will consult with the Recreation/Aquatic Supervisor to discuss closing, cancelling, or combining programs to achieve an optimal learning environment for all.
6. Plan sessions in writing.
7. Lead an introductory parent's meeting and/or send a letter home that outlines the goals and expectations of the program.
8. Enter time worked in INCODE Time Entry at the end of each shift.
9. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employees will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park District’s Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Athletics Lead may feel stress from trying to adjust instruction to each individual participant’s needs and skill level.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – occasionally | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – frequently | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is part-time Monday through Sunday.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Athletics Lead must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District. The Athletics Lead must also demonstrate good safety awareness.

The following traits will be required: firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand); detail mindedness (accesses all details attendant to a project or situation); decisiveness (makes decisions when required or takes action when appropriate); foresight/anticipation of problems (look beyond the initial circumstances to analyze future situations).



Job Description

Athletics Assistant

SUMMARY

Under the supervision of the Athletics Lead, the Athletics Assistant will be responsible for all aspects of program implementation. This includes taking direction from the Athletics Lead, talking with patrons, teaching and reinforcing skills, and providing constructive feedback. The Athletics Assistant primary role is to instruct our patrons in a safe, effective and positive manner.

The Athletics Assistant is a part time position working under 10 hours per week.

The following programs have Athletic Assistants: Golf, Tennis, Running, Pickleball, Basketball, Volleyball, Flag Football, Track & Field and other athletic programs as assigned.

QUALIFICATIONS

The Athletics Assistant must have the ability to maintain positive and effective working relationships with other employees and work in a team based environment. Ability to problem solve in an intelligent, effective manner. Must possess organizational ability; skill in written and verbal communication and ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Athletics Assistant is responsible to the Athletics Lead.

DUTIES AND RESPONSIBILITIES

1. Implement the session plan as developed by the Athletics Lead.
2. Deliver written and verbal instruction to participants.
3. Demonstrate a positive, energetic attitude.
4. Provide positive feedback to parents on their child's progress.
5. Provide feedback to the Athletics Lead on effectiveness of existing drills, games, and contests.
6. Offer new ideas on drills, games, and contests.
7. Ensure all participants exercise with caution and are safety minded.
8. Enter time worked in INCODE Time Entry at the end of each shift.
9. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.

3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employees will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park District’s Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Athletics Assistant may feel stress from trying to adjust instruction to each individual participant’s needs and skill level.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – occasionally | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – frequently | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is part-time Monday through Sunday.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Athletics Assistant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District. The Athletics Assistant must also demonstrate good safety awareness.

The following traits will be required: firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand); detail mindedness (accesses all details attendant to a project or situation); decisiveness (makes decisions when required or takes action when appropriate); foresight/anticipation of problems (look beyond the initial circumstances to analyze future situations).



Job Description

Birthday Party Assistant

SUMMARY

The Birthday Party Assistant is responsible for providing leadership assistance for participants of all ages. The Birthday Party Assistant is responsible for performing the duties as outlined in this analysis. They assist Birthday Party Lead during events with a minimum of 6 to a maximum of 40 participants. Work is performed at a self-controlled pace but may vary depending on the demands of the job required.

The Birthday Party Assistant is a part time employee working as needed per Birthday Party demands.

QUALIFICATIONS

The Birthday Party Assistant must be at least 15 years of age. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Birthday Party Assistant is responsible to the Birthday Party Lead.

DUTIES AND RESPONSIBILITIES

1. Interact with patrons, including but not limited to assisting with attendance records.
2. Assist in the organization and preparation of party content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in the party.
5. Follow safety procedures at all times.
6. Use party equipment.
7. Assist in the control of party, practice self-control and be fair to all participants.
8. Add variety to party, use different approaches for games.
9. Assist with emergency procedures and evacuation.
10. Retrieve, clean, and put away all equipment.
11. Perform all job tasks within the rules and guidelines of the District's safety program.
12. Enter time worked in INCODE Time Entry at the end of each shift.
13. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.

6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Birthday Party Assistant must resolve differences and problems that arise with patrons. The Birthday Party Assistant is responsible for safe and well organized party area. The Birthday Party Assistant may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at park district facilities and parks. May have exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The Birthday Party Assistant is a part time employee working from under 20 hours a week. Birthday Parties typically require 1-2 hours of preparation and events average 3 -3 ½ hours. The Birthday Party Assistant can be hired either seasonally or for the full year.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Birthday Party Assistant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Central Theater Assistant Manager

SUMMARY

The Theater Assistant Manager is responsible for the daily operations associated with the Geneseo Park District's Central Theater.

The Theater Assistant Manager is a part-time position working approximately 12 hours per week.

QUALIFICATIONS

Ability to maintain positive and effective working relationships with other employees and work in a team based environment. Ability to problem solve in an intelligent, effective manner. Must possess organizational ability, skill in written and verbal communication and ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license. Must possess or be able to acquire a current Food Service Manager Certification through the State of Illinois.

IMMEDIATE SUPERVISOR:

The Theater Assistant Manager is responsible to the Theater Manager.

DUTIES AND RESPONSIBILITIES:

1. Enforce all rules and regulations as indicated in Park District and Theater Manuals.
2. Maintain a high level of readiness and be prepared to handle any emergency situations.
3. Have a total working and functional knowledge of Theater operation.
4. Have a total working and functional knowledge of safety and first aid equipment located at the Theater.
5. Attend and present appropriate information at staff meetings.
6. Complete appropriate forms and reports daily and weekly.
7. Develop monthly schedule of working hours for all concessions and custodial staff.
8. Review and assure the complete stock of inventory at all times.
9. Supervise completion of weekly closeouts at the end of each show week, analyzing data provided from each night, deciphering discrepancies in data, and designing a box office report to reflect numbers.
10. Review theater procedures, plan and implement change to best improve the operation.
11. Check messages left on voicemail and e-mail, as well as responding to all patron questions, concerns, and ideas. Field calls and e-mails from all patrons and staff of the Park District, maintain contact with Central Theater working employees as needed, and report weekly numbers as requested.
12. Supervise concessionaires and complete all duties required to assure a harmonious working environment.
13. Maintain required documentation and reports as requested by PDRMA.

14. Enter time worked in INCODE Time Entry at the end of each shift.
15. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Theater Assistant Manager must resolve differences and problems that arise with patrons and employees. The Theater Assistant Manager is responsible for safe and well-organized facility. The employee may also have to work under stressful situations when presented.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – frequently | Kneeling – occasionally | Driving – occasionally |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. May be exposed to cleaning chemicals and theater floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally three to five days a week on any given day. Evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Theater Assistant Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to cooperate with and interpret Park District philosophies in relation to public and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Central Theater Assistant Projectionist

SUMMARY

The Assistant Projectionist is responsible for the daily operations associated with the Geneseo Park District's Central Theater Projectionist duties.

The Assistant Projectionist is a part-time position working approximately 12 hours per week.

QUALIFICATIONS

Ability to maintain positive and effective working relationships with other employees and work in a team based environment. Ability to problem solve in an intelligent, effective manner. Must possess organizational ability; skill in written and verbal communication and ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license. Must possess or be able to acquire a current Food Service Manager Certification through the State of Illinois.

IMMEDIATE SUPERVISOR:

The Assistant Projectionist is responsible to the Lead Projectionist.

DUTIES AND RESPONSIBILITIES:

1. Prepare the projection equipment for the show.
2. Run the movie on the designated nights.
3. Enforce all rules and regulations as indicated in this manual or any other as assigned by the manager on duty.
4. Maintain a high level of readiness and be prepared to handle emergency situations.
5. Accept the responsibility for and perform cleaning and maintenance assignments designated by the Theater Manager.
6. Have a total working and functional knowledge of safety, rescue and first aid equipment located in the theatre.
7. Attend and be held accountable for all information presented at all mandatory staff meetings.
8. Be responsible for other duties as deemed appropriate by the Theater Manager.
9. Maintain presence in booth during work hours unless otherwise required by theatre manager.
10. Participate in regular loading and unloading of movie.
11. Enter time worked in INCODE Time Entry at the end of each shift.
12. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.

2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Assistant Projectionist must resolve differences and problems that arise with patrons and employees. The Assistant Projectionist is responsible for safe and well organized facility. The employee may also have to work under stressful situations when presented.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – frequently |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. May be exposed to cleaning chemicals and theater floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally three to five days a week on any given day. Evening and weekend hours as necessary to produce exceptional results.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Assistant Projectionist must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to cooperate with and interpret Park District philosophies in relation to public and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Central Theater Concessionaire

SUMMARY

The Theater Concessionaire is responsible for the daily concession operations associated with the Geneseo Park District's Central Theater

The Theater Concessionaire is a part-time position working approximately 10 hours per week.

QUALIFICATIONS

Ability to maintain positive and effective working relationships with other employees and work in a team based environment. Demonstrate ability to handle money quickly and accurately. Ability to remain organized and in control under fast paced working conditions. Ability to problem solve in an intelligent, effective manner. Must possess skill in written and verbal communication and ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license. Must possess or be able to acquire a current Food Service Manager Certification through the State of Illinois.

IMMEDIATE SUPERVISOR:

The Theater Concessionaire is responsible to the Theater Manager and Theater Assistant Manager.

DUTIES AND RESPONSIBILITIES:

1. Prepare food and concession supplies for opening at the beginning of shift.
2. Maintain a neat and orderly working area.
3. Insure that stock is properly maintained.
4. Responsible for knowing all items available and prices.
5. Maintain proper cash control procedure.
6. Enforce all rules and regulations as indicated in Park District and Theater Manuals.
7. Maintain a high level of readiness and be prepared to handle any emergency situations.
8. Have a total working and functional knowledge of Theater concession operation.
9. Have a total working and functional knowledge of safety and first aid equipment located at the Theater.
10. Attend and present appropriate information at staff meetings.
11. Complete appropriate forms and reports daily and weekly.
12. Review and assure the complete stock of inventory at all times.
13. Review theater procedures, plan and implement change to best improve the operation.
14. Enter time worked in INCODE Time Entry at the end of each shift.
15. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Theater Concessionaire must assist in resolving differences and problems that arise with patrons and employees. The Theater Concessionaire is responsible for safe and well-organized facility. The employee may also have to work under stressful situations when presented.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – frequently | Kneeling – occasionally | Driving – frequently |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. May be exposed to cleaning chemicals and theater floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally three to five days a week on any given day working evening and weekend hours as necessary to produce exceptional results.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Theater Concessionaire must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District. The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Central Theater Custodian

SUMMARY

Under specific direction of the Theater Manager the Theater Custodian is responsible for the upkeep of the assigned areas, daily check sheets, use of custodial equipment and care of equipment and supplies.

The Theater Custodian is responsible for performing a variety of tasks to maintain the cleanliness of the building. Occasionally the Custodian will be required to perform other general maintenance tasks and repairs.

The Theater Custodian is a part time position working an average of 3 hours per shift and under 20 hours per week.

QUALIFICATIONS

Must have High School Diploma or GED, possess knowledge of all custodial equipment, floor finishing and cleaning process. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Theater Custodian reports directly to the Theater Manager.

DUTIES AND RESPONSIBILITIES

1. Works as scheduled. Arrive at work on time.
2. Accomplish all duties assigned on a daily basis.
3. Work as a team to accomplish duties.
4. Complete daily custodial checklists.
5. Responsible for working safely and using equipment and supplies appropriately.
6. Complete room set ups as needed.
7. Assist in storing and replenishing custodial duties.
8. Notify Theater Manager of any supplies that need to be ordered, equipment that needs to be fixed, and any facility repairs that need to be completed.
9. Attend staff meetings.
10. Assist with program clean-up, set-up and other projects.
11. Performs general daily task custodial duties; sweeps, dusts and mops floors; dusts, polishes and cleans all facility areas and equipment.
12. Maintains facilities in a clean and sanitary condition; performs routine tasks such as unclogging drains, tightening loose fittings and other daily minor maintenance.
13. Inspects facilities, equipment and grounds on daily basis while performing routine tasks.
14. Operates mechanized equipment for the purpose of vacuuming, burnishing, shampooing, stripping and waxing floors.
15. Performs minor repairs; replaces light bulbs and lamps.

16. Performs a variety of custodial activities on the facility grounds; picks up trash, litter and debris; removes snow from sidewalks.
17. Enter time worked in INCODE Time Entry at the end of each shift.
18. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Theater Custodian works unsupervised and may need to seek out supervision when it is needed.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-----------------------|-----------------------|
| Sitting – rarely | Walking – frequently | Standing - frequently |
| Lifting – heavy, 0 – 50 lbs. | Stooping – frequently | Reaching – frequently |
| Climbing – occasionally | Kneeling – frequently | Driving – rarely |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. Will also be exposed to various chemicals (ie., cleaning agents,). Heavy lifting on certain occasions. Work pace varies depending on the task required. Working in teams will allow employees to have assistance with heavier activities. Lifting also requires bending, stooping, carrying and twisting.

The schedule is generally Sunday through Saturday evenings.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Theater Custodian must be able to follow directions - oral and written; must be able to read and write; may need to add and subtract; must use good safety awareness and judgment and must follow safety protocol.

The Theater Custodian will possess the following traits: ability to function with minimal guidance or supervision; ability to receive directions and perform work activities as described; and show an interest and willingness to learn; exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.



Job Description

Central Theater Lead Projectionist

SUMMARY

The Lead Projectionist is responsible for the daily operations associated with the Geneseo Park District's Central Theater.

The Lead Projectionist is a part-time position working approximately 12 hours per week.

QUALIFICATIONS

Ability to maintain positive and effective working relationships with other employees and work in a team based environment. Ability to problem solve in an intelligent, effective manner. Must possess organizational ability; skill in written and verbal communication and ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR:

The Lead Projectionist is responsible to the Superintendent of Facilities.

DUTIES AND RESPONSIBILITIES:

1. Maintain and ensure weekly and monthly maintenance logs.
2. Enforce all rules and regulations as indicated in Park District and Theater Manual.
3. Maintain a high level of readiness and be prepared to handle any emergency situations.
4. Have a total working and functional knowledge of Theater operation.
5. Assist theater manager as needed.
6. Have a total working and functional knowledge of safety, rescue, and first aid equipment located at the Theater.
7. Run the movie on designated nights.
8. Attend and present appropriate information at staff meetings.
9. Complete appropriate forms and reports daily and weekly.
10. Develop monthly schedule of working hours for assistant projectionist.
11. Review and assure the complete stock of inventory at all times.
12. Assist in completion of weekly closeouts at the end of each show week, analyzing data provided from each night, deciphering discrepancies in data, and designing a box office report to reflect numbers.
13. Assist in completion of monthly closeouts, analyzing data provided from each week, reviewing gains and losses, using data to make decisions about future shows, and designing a board report to reflect numbers.
14. Review theater procedures, plan and implement change to best improve the operation.
15. Review time sheets, cross checking for accuracy and deciphering any discrepancies. Tabulating total hours for each employee, initialing such totals.

16. Provide timely updates to staff of changes in all areas of employment.
17. Respond to all patron questions, concerns, and ideas. Field calls and e-mails from all patrons and staff of the Park District, maintain contact with Central Theater working employees as needed.
18. Assist in hiring procedures for new staff: review of applications, reference checks, interviewing, and new employee orientation.
19. Maintain required documentation and reports as requested by PDRMA.
20. Analyze data provided from Park District generated board report, reviewing gains and losses, and using data to make decisions about future shows.
21. Train projectionists, development of pre-show, loading and unloading of film.
22. Enter time worked in INCODE Time Entry at the end of each shift.
23. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Lead Projectionist must resolve differences and problems that arise with patrons and employees. The Lead Projectionist is responsible for safe and well organized facility. The employee may also have to work under stressful situations when presented.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – frequently |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. May be exposed to cleaning chemicals and theater floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally three to five days a week on any given day. Evening and weekend hours as necessary to produce exceptional results. It is essential to be occasionally available during standard business hours to meet with staff, vendors and other businesses.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Lead Projectionist must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to cooperate with and interpret Park District philosophies in relation to public and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Central Theater Manager

SUMMARY

The Theater Manager is responsible for the daily operations associated with the Geneseo Park District's Central Theater.

The Theater Manager is a part-time position working approximately 12 hours per week.

QUALIFICATIONS

Ability to maintain positive and effective working relationships with other employees; solve problems in an intelligent, effective manner and work in a team based environment. Must possess organizational ability; skill in written and verbal communication; ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license. Must possess or be able to acquire a current Food Service Manager Certification through the State of Illinois.

IMMEDIATE SUPERVISOR:

The Theater Manager is responsible to the Superintendent of Facilities.

DUTIES AND RESPONSIBILITIES:

1. Enforce all rules and regulations as indicated in Park District and Theater Manuals.
2. Maintain a high level of readiness and be prepared to handle any emergency situations.
3. Have a total working and functional knowledge of Theater operation.
4. Have a total working and functional knowledge of safety and first aid equipment located at the Theater.
5. Attend and present appropriate information at staff meetings.
6. Complete appropriate forms and reports daily and weekly.
7. Develop monthly schedule of working hours for all concessions and custodial staff.
8. Review and assure the complete stock of inventory at all times.
9. Supervise completion of weekly closeouts at the end of each show week, analyzing data provided from each night, deciphering discrepancies in data, and designing a box office report to reflect numbers.
10. Supervise completion of monthly closeouts, analyzing data provided from each week, reviewing gains and losses, using data to make decisions about future shows, and designing a board report to reflect numbers.
11. Review theater procedures, plan and implement change to best improve the operation.
12. Maintain records of all additional rentals/advertising, plan and organize new rentals/advertising, track contracts for such rentals/advertising, and assure billing and payment of rentals/advertising.

13. Review time sheets, cross checking for accuracy and deciphering any discrepancies. Tabulating total hours for each employee, initialing such totals.
14. Provide timely updates to staff of changes in all areas of employment.
15. Check messages left on voicemail and e-mail, as well as responding to all patron questions, concerns, and ideas. Field calls and e-mails from all patrons and staff of the Park District, maintain contact with Central Theater working employees as needed, and report weekly numbers to Booker as requested.
16. Supervise all staff employed by Central Theater and complete all duties required to assure a harmonious working environment.
17. Conduct all hiring procedures for new staff: review of applications, reference checks, interviewing, and new employee orientation.
18. Maintain required documentation and reports as requested by PDRMA.
19. Analyzing data provided from Park District generated board report, reviewing gains and losses, and using data to make decisions about future shows.
20. Enter time worked in INCODE Time Entry at the end of each shift.
21. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Theater Manager must resolve differences and problems that arise with patrons and employees. The Theater Manager is responsible for safe and well organized facility. The employee may also have to work under stressful situations when presented.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. May be exposed to cleaning chemicals and theater floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally three to five days a week on any given day. Evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Theater Manager must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to cooperate with and interpret Park District philosophies in relation to public and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Community Center Manager

SUMMARY

Under the supervision of the Superintendent of Recreation, the Community Center Manager attends to the daily duties of the Geneseo Park District. Community Center Managers work directly with our patrons to register for programs and memberships, give facility tours and answer general questions. Community Center Managers also perform duties and tasks for our internal operations and daily office duties. The Community Center Manager assist with programs throughout the Park District as assigned. Community Center Managers will be required to do general cleaning including vacuuming, wiping/dusting, and opening/closing of their areas and adjacent areas to their workstations. Community Center Managers will give facility tours, assist with setting up and tearing down equipment, making reservations, running reports, program instruction and assist with general room set-up. Community Center Managers have a significant impact on fulfilling the GPD mission as they interact with patrons and provide a quality experience for all members and guest.

The Community Center Manager is a part-time position working an average of 35 hours per week as duties and program require.

QUALIFICATIONS

The Community Center Manager must have the ability to maintain positive and effective working relationships with other employees and work in a team-based environment. Ability to problem solve in an intelligent, effective manner. Must possess organizational ability; skill in written and verbal communication and ability to work independently and manage simultaneous projects. Must be able to work a variety of hours, including mornings/evenings and weekdays/weekends. Scheduled hours may vary based on program or rental updates or changes. Familiar with Microsoft Office and RecTrac software or ability to learn. Must be able to work indoors and outdoors as programs, rentals and other work assignments require as assigned by the supervisor. Current certification in CPR is required upon hire, training can be provided by the Park District. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR:

The Community Center Manager is responsible to the Superintendent of Recreation.

DUTIES AND RESPONSIBILITIES:

1. General duties associated with the Front Desk operations, including checking in patrons, answering phones, processing cash transactions, booking rentals, processing reports and other duties as assigned.
2. Maintain attendance schedules and rosters for all programs.
3. Maintain an hour facility count and record data of facility usage.
4. Clean and sanitize workstations and other areas as assigned. Cleaning would include vacuuming, sweeping, mopping, taking out the trash and wiping down counter tops, doorways, and other high-volume points of contact. Cleaning areas include rooms at the Community Center, Poolside Room and Athletic field.
5. Assist with outdoor maintenance at the Community Center and other Park District locations, such as trash removal, parking lot clean-up, snow removal and other duties as assigned.
6. Assist with the set-up and removal of equipment for programs, camps, clinics, special events and rentals. Examples would include setting tables/chairs, AV equipment, volleyball nets, basketball hoops, pickleball nets and equipment as needed.
7. Assist with purchasing equipment and supplies for general office operations, special events, birthday parties, concessions, and other areas within the Park District.
8. Assist with teaching, coaching or refereeing classes and programs as assigned.
9. Provide facility tours to new guests and members.
10. Enter time worked in INCODE Time Entry at the end of each shift.
11. Additional duties as assigned by supervisor

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Community Center Manager may feel stress from disgruntled patrons expressing their displeasure. At times, numerous patrons are waiting in line and the Community Center Manager must be able to work quickly and efficiently under this pressure.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – frequently | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all Park District locations and within the City of Geneseo. Frequent exposure to natural and potentially extreme weather conditions while assisting with Park District programs or attending to other job-related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. Must be able to efficiently move around the facility to assist in other areas.

The schedule is part-time Monday through Sunday as assigned.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Community Center Manager must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District. The Community Center Manager must also demonstrate good safety awareness.

The following traits will be required: firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand); detail mindedness (accesses all details attendant to a project or situation); decisiveness (makes decisions when required or takes action when appropriate); foresight/anticipation of problems (look beyond the initial circumstances to analyze future situations).



Job Description

Community Center 3rd Shift Custodian

SUMMARY

Under specific direction of the Lead Custodian the 3rd shift custodian is responsible for the upkeep of the assigned areas, daily check sheets, use of custodial equipment and care of equipment and supplies. The 3rd Shift Custodian is responsible for performing the essential functions as outlined in this analysis. The 3rd Shift Custodian is a part-time position working an average of 30 hours per week.

QUALIFICATIONS

High school diploma or equivalent. At least two years' experience in building maintenance.

Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The 3rd Shift Custodian is responsible to the Lead Custodian.

DUTIES AND RESPONSIBILITIES

1. Works as scheduled. Arrive at work on time.
2. Accomplish all duties assigned on a daily basis.
3. Work as a team to accomplish duties.
4. Complete daily custodial checklists and turn into the Lead Custodian after each shift.
5. Responsible for working safely and using equipment and supplies appropriately.
6. Complete room set ups as needed.
7. Assist in storing and replenishing custodial materials.
8. Perform all job tasks within the rules and guidelines of the District's safety program.
9. Notify Lead Custodian of any supplies that need to be ordered, equipment that needs to be fixed, and any facility repairs that need to be completed.
10. Attend quarterly custodian staff meetings.
11. Assist with program clean-up, set-up and other projects.
12. Performs general daily task custodial duties; sweeps, dusts and mops floors; dusts, polishes and cleans all facilities and equipment.
13. Maintains facilities in a clean and sanitary condition; performs routine tasks such as unclogging drains, tightening loose fittings and other daily minor maintenance.
14. Inspects facilities, equipment and grounds on daily basis for any safety problems and minor repairs needed. Turn in reports accordingly.
15. Operates mechanized equipment for the purpose of vacuuming, burnishing, shampooing, stripping and waxing floors.
16. Performs minor repairs; replaces light bulbs and lamps.
17. Prepares programs and activities by setting up tables, chairs and equipment as needed.

18. Performs a variety of custodial activities on the facility grounds; picks up trash, litter and debris; water plants; weeds landscaping; removes snow from sidewalks.
19. Enter time worked in INCODE Time Entry at the end of each shift.
20. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The 3rd Shift Custodian will work unsupervised and may need to seek out supervision when it is needed.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-----------------------|------------------------|
| Sitting – rarely | Walking – frequently | Standing - frequently |
| Lifting – heavy, 0 – 50 lbs. | Stooping – frequently | Reaching – frequently |
| Climbing – occasionally | Kneeling – frequently | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while performing job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. Will also be exposed to various chemicals (ie., fertilizers, weed killers, pool chemicals, cleaning agents, and oil fuels). Must be able to adjust to sudden change when dealing with facilities and programs. Heavy lifting on certain occasions. Work pace varies depending on the task required. Working in teams will allow employees to have assistance with heavier activities. Lifting also requires bending, stooping, carrying and twisting.

The schedule is generally a 6 hour shift starting at facility closing with additional hours as necessary to produce exceptional results.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The 3rd Shift Custodian must exhibit working knowledge of the building trades and have knowledge of safety procedures and standards. Must be able to follow directions - oral and written. Must be able to read and write. May need to add and subtract. Must use good safety awareness and judgment and follow safety protocol. The 3rd Shift Custodian will possess the following traits: ability to function with minimal guidance or supervision; ability to receive directions and perform work activities as described; and show an interest and willingness to learn; exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.



Job Description

Community Center Custodian

SUMMARY

Under specific direction of the Lead Custodian the Center Custodian is responsible for the upkeep of the assigned areas, daily check sheets, use of custodial equipment and care of equipment and supplies.

The Center Custodian is responsible for performing a variety of tasks to maintain the cleanliness of the building. Occasionally the Custodian will be required to perform other general maintenance tasks and repairs.

The Center Custodian is a part time position working an average of 4 hours per day and under 20 hours per week.

QUALIFICATIONS

Must have High School Diploma or GED, possess knowledge of all custodial equipment, floor finishing and cleaning process. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Center Custodian reports directly to the Lead Custodian.

DUTIES AND RESPONSIBILITIES

1. Works as scheduled. Arrive at work on time.
2. Accomplish all duties assigned on a daily basis.
3. Work as a team to accomplish duties.
4. Complete daily custodial checklists and turn into the Lead Custodian after each shift.
5. Responsible for working safely and using equipment and supplies appropriately.
6. Complete room set ups as needed.
7. Assist in storing and replenishing custodial duties.
8. Notify Lead Custodian of any supplies that need to be ordered, equipment that needs to be fixed, and any facility repairs that need to be completed.
9. Attend quarterly custodian staff meetings.
10. Assist with program clean-up, set-up and other projects.
11. Depending on shift, may be required to use a walkie-talkie.
12. Check with your immediate supervisor before signing out per shift.
13. Perform all job tasks within the rules and guidelines of the District's safety program.
14. Performs general daily task custodial duties; sweeps, dusts and mops floors; dusts, polishes and cleans all facilities and equipment.
15. Maintains facilities in a clean and sanitary condition; performs routine tasks such as

- unclogging drains, tightening loose fittings and other daily minor maintenance.
- 16. Inspects facilities, equipment and grounds on daily basis for any safety problems and minor repairs needed. Turn in reports accordingly.
- 17. Operates mechanized equipment for the purpose of vacuuming, burnishing, shampooing, stripping and waxing floors.
- 18. Performs minor repairs; replaces light bulbs and lamps.
- 19. Performs a variety of custodial activities on the facility grounds; picks up trash, litter and debris; water plants; weeds landscaping; removes snow from sidewalks.
- 20. Enter time worked in INCODE Time Entry at the end of each shift.
- 21. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES

- 1. Maintains a working knowledge of all general and departmental-specific safety rules.
- 2. Acts quickly and calmly in emergency situations.
- 3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
- 4. Attends required safety program and in-service education meetings
- 5. Reports any work-related or patron injuries to supervisor promptly.
- 6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Center Custodian works unsupervised and may need to seek out supervision when it is needed.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-----------------------|------------------------|
| Sitting – rarely | Walking – frequently | Standing - frequently |
| Lifting – heavy, 0 – 50 lbs. | Stooping – frequently | Reaching – frequently |
| Climbing – occasionally | Kneeling – frequently | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. Will also be exposed to various chemicals (ie., fertilizers, weed killers, pool chemicals, cleaning agents, and oil fuels). Must be able to adjust to sudden change when dealing with facilities and programs. Heavy lifting on certain occasions. Work pace varies depending on the task required. Working in teams will allow employees to have assistance with heavier activities. Lifting also requires bending, stooping, carrying and twisting.

The schedule is generally Sunday through Saturday evenings.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Center Custodian must be able to follow directions - oral and written; must be able to read and write; may need to add and subtract; must use good safety awareness and judgment and must follow safety protocol.

The Center Custodian will possess the following traits: ability to function with minimal guidance or supervision; ability to receive directions and perform work activities as described; and show an interest and willingness to learn; exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.



Job Description

Community Center Lead Custodian/IT Coordinator

SUMMARY

Under specific direction of the Superintendent of Facilities the Lead Custodian is responsible for the supervision of custodial staff, upkeep of the assigned areas, daily check sheets, use of custodial equipment and care of equipment and supplies. The Lead Custodian is responsible for performing the essential functions as outlined in this analysis. The Lead Custodian is a full-time position working an average of 40 hours per week.

QUALIFICATIONS

High school diploma or equivalent. At least two years' experience in building cleaning and maintenance. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Lead Custodian is responsible to the Superintendent of Facilities.

DUTIES AND RESPONSIBILITIES

1. Works as scheduled. Arrive at work on time.
2. Accomplish all duties assigned on a daily basis.
3. Work as a team to accomplish duties.
4. Complete daily custodial checklists.
5. Responsible for working safely and using equipment and supplies appropriately.
6. Assist with facility room set-ups as needed.
7. Assist in storing and replenishing custodial materials.
8. Perform all job tasks within the rules and guidelines of the District's safety program.
9. Notify Superintendent of Facilities of any supplies that need to be ordered, equipment that needs to be fixed, and any facility repairs that need to be completed.
10. Schedule and coordinate quarterly custodian staff meetings.
11. Assist with program clean-up, set-up and other projects.
12. Performs general daily task custodial duties; sweeps, dusts and mops floors; dusts, polishes and cleans all facilities and equipment.
13. Maintains facilities in a clean and sanitary condition; performs routine tasks such as unclogging drains, tightening loose fittings and other daily minor maintenance.
14. Backwash pool filters.
15. Inspects facilities, equipment and grounds on daily basis for any safety problems and minor repairs needed. Turn in reports accordingly.
16. Operates mechanized equipment for the purpose of vacuuming, burnishing, shampooing, stripping and waxing floors.

17. Performs minor repairs; replaces light bulbs and lamps.
18. Performs a variety of custodial activities on the facility grounds; picks up trash, litter and debris; water plants; weeds landscaping; removes snow from sidewalks.
19. Hire, train and supervise custodial staff.
20. Advise management with the goal of making the appropriate IT decisions and choices.
21. Provide technical support to all employees.
22. Install and configure hardware equipment and software programs.
23. Oversee network and computer performance.
24. Perform troubleshooting and execute needed repairs.
25. Execute different maintenance activities when needed.
26. Work with other IT professionals to ensure upholding IT standards.
27. Perform other projects or tasks as assigned.
28. Managing and maintaining the company's technological equipment.
29. Keeping an inventory of all company electronic assets.
30. Review IT Plan Annually.
31. Enter time worked in INCODE Time Entry at the end of each shift.
32. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Lead Custodian will work unsupervised and may need to seek out supervision when it is needed. The Lead Custodian may feel stress from supervising the custodial staff.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-----------------------|------------------------|
| Sitting – rarely | Walking – frequently | Standing - frequently |
| Lifting – heavy, 0 – 50 lbs. | Stooping – frequently | Reaching – frequently |
| Climbing – occasionally | Kneeling – frequently | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while performing job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. Will also be exposed to various chemicals (ie., fertilizers, weed killers, pool chemicals, cleaning agents, and oil fuels). Must be able to adjust to sudden change when dealing with facilities and programs. Heavy lifting on certain occasions. Work pace varies depending on the task required. Working in teams will allow employees to have assistance with heavier activities. Lifting also requires bending, stooping, carrying and twisting.

The schedule is generally Monday through Friday starting at 4:30am and working an eight hour shift, with occasional night and weekend hours as necessary to produce exceptional results.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Lead Custodian must exhibit working knowledge of the building trades and have knowledge of safety procedures and standards. Must possess the ability to supervise staff. Must be able to follow directions - oral and written. Must be able to read and write. May need to add and subtract. Must use good safety awareness and judgment and follow safety protocol.

The Lead Custodian will possess the following traits: ability to function with minimal guidance or supervision; ability to receive directions and perform work activities as described; and show an interest and willingness to learn; exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.



Job Description

Day Camp Assistant Manager

SUMMARY

The Day Camp Assistant Manager assists with the overall management and supervision of the camp program and staff. They are responsible for carrying out the policies of the Geneseo Park District and the daily programs and activities as handed down by the Day Camp Manager.

QUALIFICATIONS

The Day Camp Assistant Manager must have the ability to work independently and under the general direction of the Day Camp Manager. The Day Camp Assistant Manager must exhibit professionalism while performing daily activities; must be 16 years or older; must be able to work Summer months May – August and must be available to work between the hours of 6:30 am – 5:30 pm. The Day Camp Assistant Manager is a part time employee working up to 35 hours per week during the summer. Work shifts are variable with an average of 5-7 hours per day. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Day Camp Manager reports directly to the Day Camp Manager.

DUTIES AND RESPONSIBILITIES

1. Assists with the planning and implementation of the summer day camp program.
2. Responsible for daily Day Camp task when Day Camp Manager is not scheduled.
3. Coordinates field trips and contractual entertainers.
4. Provides camp staff with details of each trip/entertainer prior to the event so staff can plan accordingly and communicates schedule changes in a timely manner.
5. Supports camp counselors in the implementation of behavior management procedures.
6. Communicates with parents of campers regarding updates, feedback, discipline, etc.
7. Purchases and coordinates the distribution of supplies and food items.
8. Maintains documentation of all camp purchases.
9. Assists with the planning and implementation of complementary programs.
10. Manages paperwork including, but not limited to, sign-in/out sheets, field trip directions, supply request forms, field trip feedback forms, allergy forms, camper data forms, permission slips/waivers, receipts.
11. Complies with all Park District Policies, Protocols, and Procedures.
12. Makes safety the number one priority for themselves and participants.
13. Ensures that safety precautions are observed and followed during all Park District activities.
14. Cooperates with and is considerate of co-employees.
15. Enter time worked in INCODE Time Entry at the end of each shift.

16. Additional duties as assigned.

SAFETY RESPONSIBILITIES

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Day Camp Assistant Manager may feel stress from the supervision, motivation and development of staff and dealing with parent/customer related issues.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-----------------------|------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – frequently | Reaching – frequently |
| Climbing – occasionally | Kneeling – frequently | Driving – occasionally |

Work area is frequently indoors in a smoke-free environment with controlled temperature and fluorescent lighting and frequently outdoors with uncontrolled temperatures. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. Exposure to sun. Must be able to adjust to sudden change. Work pace varies depending on the task required

The schedule varies with the demand throughout the summer months. Hours are set by the Superintendent of Recreation.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Day Camp Assistant Manager must be able to follow directions - oral and written; must be able to read and write; may need to add and subtract; must use good safety awareness and judgment and must follow safety protocol. The Day Camp Assistant Manager will possess the following traits: ability to function with minimal guidance or supervision; ability to receive directions and perform work activities as described; and show an interest and willingness to learn; exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District. This position requires management responsibilities of a supervisory nature. The Day Camp Assistant Manager must be proficient in basic concepts relating to personnel management.



Job Description

Day Camp Counselor

SUMMARY

The Day Camp Counselor will provide games and activities in a safe manner throughout the summer months. They are responsible for carrying out the policies of the Geneseo Park District as handed down by the Superintendent of Recreation. The Day Camp Counselor is directly responsible to the Day Camp Manager.

QUALIFICATIONS

The Day Camp Counselor must have the ability to work independently and under the general direction of the Day Camp Manager and Day Camp Assistant Manager. The Day Camp Counselor must exhibit professionalism while performing daily activities; must be 16 years or older; must be able to work summer months May – August and must be available to work weekdays between the hours of 6:30 am – 5:30 pm. The Day Camp Counselor is a part time employee working up to 35 hours per week during the summer. Work shifts are variable with an average of 5-7 hours per day. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Day Camp Counselor reports directly to the Day Camp Manager.

DUTIES AND RESPONSIBILITIES

1. Provide a safe and healthy environment for all campers.
2. Develop and participate in age appropriate games with campers on a daily basis.
3. Responsible for leading and teaching daily activities.
4. Enforce rules and follow proper policy and procedures.
5. Communicate positively with campers and parents.
6. Be active, outgoing and fun each day.
7. Be a role model to campers and staff in your attitude and behavior.
8. Complies with all Park District Policies, Protocols, and Procedures.
9. Makes safety the number one priority for himself/herself and his/her staff.
10. Insures that safety precautions are observed and followed in Day Camp.
11. Cooperates with and is considerate of co-employees.
12. Enter time worked in INCODE Time Entry at the end of each shift.
13. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.

3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Day Camp Counselor may feel stress from the supervision, motivation and development of camp attendees and dealing with parent/customer related issues.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-----------------------|------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – frequently | Reaching – frequently |
| Climbing – occasionally | Kneeling – frequently | Driving – occasionally |

Work area is frequently indoors in a smoke-free environment with controlled temperature and fluorescent lighting and frequently outdoors with uncontrolled temperatures. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. Exposure to sun. Must be able to adjust to sudden change. Work pace varies depending on the task required

The schedule varies with the demand throughout the summer months. Hours are set by the Superintendent of Recreation.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Day Camp Counselor must be able to follow directions - oral and written; must be able to read and write; may need to add and subtract; must use good safety awareness and judgment and must follow safety protocol. The Day Camp Counselor will possess the following traits: ability to function with minimal guidance or supervision; ability to receive directions and perform work activities as described; and show an interest and willingness to learn; exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.



Job Description

Day Camp Manager

SUMMARY

The Day Camp Manager assists with the overall management and supervision of the camp program and staff. They are responsible for carrying out the policies of the Geneseo Park District as handed down by the Superintendent of Recreation.

QUALIFICATIONS

The Day Camp Manager must have the ability to work independently and under the general direction of the Superintendent of Recreation. The Day Camp Manager must exhibit professionalism while performing daily activities; must be 18 years or older; must be able to work Summer months May – August and must be available to work between the hours of 6:30 am – 5:30 pm. The Day Camp Manager is a part time employee working up to 35 hours per week during the summer. Work shifts are variable with an average of 7 hours per day. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Day Camp Manager reports directly to the Superintendent of Recreation.

DUTIES AND RESPONSIBILITIES

1. Assists with the planning and implementation of the summer day camp program.
2. Coordinates field trips transportation and contractual entertainers.
3. Provides camp staff with details of each trip/entertainer prior to the event so staff can plan accordingly, and communicates schedule changes in a timely manner.
4. Supports camp counselors in the implementation of behavior management procedures.
5. Communicates with parents of campers regarding updates, feedback, discipline, etc.
6. Purchases and coordinates the ordering, distribution, and stocking of supplies and activity items.
7. Maintains documentation of all camp purchases and submits them for approval.
8. Assists with the planning and implementation of complementary programs, including the parent's meeting, Pizza in the Park and Back to School Bash.
9. Manages paperwork and all recreational software including, but not limited to, sign-in/out software and sheets, field trip directions, medical releases, allergy forms, camper data forms, permission slips/waivers, receipts.
10. Assist with all camp counselor's evaluations once a year with a written evaluation.
11. Complies with all Park District Policies, Protocols, and Procedures.
12. Makes safety the number one priority for himself/herself and his/her staff.
13. Ensures that safety precautions are observed and followed in Day Camp.
14. Cooperates with and is considerate of co-employees.
15. Enter time worked in INCODE Time Entry at the end of each shift.

16. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting, and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that includes job instruction, safety, and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Day Camp Manager may feel stress from the supervision, motivation and development of staff and dealing with parent/customer related issues.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-----------------------|------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – frequently | Reaching – frequently |
| Climbing – occasionally | Kneeling – frequently | Driving – occasionally |

Work area is frequently indoors in a smoke-free environment with controlled temperature and fluorescent lighting and frequently outdoors with uncontrolled temperatures. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. Exposure to sun. Must be able to adjust to sudden change. Work pace varies depending on the task required

The schedule varies with the demand throughout the summer months. Hours are set by the Superintendent of Recreation.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Day Camp Manager must be able to follow directions - oral and written; must be able to read and write; may need to add and subtract; must use good safety awareness and judgment and must follow safety protocol. The Day Camp Manager will possess the following traits: ability to function with minimal guidance or supervision; ability to receive directions and perform work activities as described; and show an interest and willingness to learn; exhibit good problem solving ability and good judgment in keeping with the mission of the Park District. This position requires management responsibilities of a supervisory nature. The Day Camp Manager must be proficient in basic concepts relating to personnel management.



Job Description

Executive Director

SUMMARY

The Executive Director of the Geneseo Park District is appointed by the Board of Commissions and is responsible for carrying out policies adopted by the Board. The Director is the medium of communication between the employees and the Board. The Director is responsible for the general operation and business affairs of the District. The Director serves as the Freedom of Information Officer and the Open Meetings Officer for the Park District.

The Executive Director is a full-time position working an average of 40 hours per week.

QUALIFICATIONS

Must be a graduate of an accredited college or university with a Bachelor's Degree in Parks and Recreation or related field. A Master's Degree is preferred. Minimum of ten years of supervisory experience is required. Professional certification (CPRP) preferred. Must possess the ability to supervise personnel; to take initiative, resolve problems and communicate effectively. Candidate may be required to possess a valid Illinois class "D" driver's license; current FOIA and OMA Certification; and current CPR certification.

IMMEDIATE SUPERVISOR

The Executive Director is responsible to the Board of Commissioners.

DUTIES AND RESPONSIBILITIES

1. Direct the administrative operations of all district departments, programs and services.
2. Supervise administrative operations relative to personnel, fiscal and capital developments, public relations and other business functions.
3. Implement and administer and policies and procedures enacted by the Board, develop procedures to ensure their timely and efficient implementation.
4. Assign and direct research on special studies on issues impacting matters of policy, fiscal concern, planning and/or development. Apprise the Board of findings and make subsequent recommendations.
5. Recruit and employ full time staff. Promote and provide for the continuing education and training and evaluation of all full-time employees. Have responsibility and authority for the hiring and termination of park district employees, consistent with the policies of the District.
6. Revise personnel policies, organizational structure of district and job descriptions as needed.

7. Attend meetings of the Board to inform and make recommendations regarding policy, personnel, programs and facilities, and other concerns relating to development of the District.
8. Direct the preparation and submittal of annual budget recommendations for Board consideration, monitor fiscal activities to ensure compliance with policies and budgetary limitations.
9. With advice, assistance and counsel of legal counsel to the District, to monitor District conformance with all statutory laws and regulations governing park district programs and operations; to review pertinent legislation and to remain abreast of statutory amendments pertaining to the responsibilities and authorities vested in the park district.
10. Prepare, or cause to be prepared, requisite records, files and reports of District operations and activities.
11. Represent the District in negotiations and agreements between the District and vendors, business partners, school district, local governmental agencies and State and Federal Governmental agencies.
12. Develop and maintain effective relationships with internal and external customers through oral and written communications.
13. Promote District to patrons, guests and staff. Ensure that participants' concerns and inquiries are handled appropriately.
14. Initiate and oversee the execution of the District's Master Plan, working with architects, planners, consultants as necessary.
15. To perform other duties as required by the Board which are reasonably within the scope of duties enumerated.
16. Primary authority for coordinating public relations activity.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.
12. Appointing a Safety Coordinator to coordinate the loss prevention program.
13. Including safety-related agenda items at staff meetings to reinforce the District's strong commitment to safety.
14. Reviewing employee and visitor accident and injury reports to ensure that causes, trends, and preventative actions have been identified.
15. Meeting with the Safety Coordinator on a regular basis to review the loss prevention program and make recommendations for improvement.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Executive Director may feel stress and pressure from the overall responsibility of managing the operations and affairs of the Park District.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – occasionally | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally Monday through Friday days, with occasional evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Executive Director must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District. The Executive Director must be self-directed.

The following traits will be required: firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand); detail mindedness (accesses all details attendant to a project or situation); decisiveness (makes decisions when required or takes action when appropriate); foresight/anticipation of problems (look beyond the initial circumstances to analyze future situations); motivation (sets challenging but attainable goals and is committed to a high level of achievement); professional growth/initiative (must have determination, self-discipline and willingness to attend seminars, workshops or other educational offerings to provide for professional growth and knowledge of new or improved technology, equipment, methods or materials).



Job Description

Fitness Lead Instructor

SUMMARY

The Fitness Lead Instructor is responsible for providing fitness leadership for participants of all ages. The Fitness Lead Instructor is responsible for performing the duties as outlined in this analysis. Work is performed at a self-controlled pace but may vary depending on the demands of the job required.

The Fitness Lead Instructor is a part time employee under 20 hours per week.

QUALIFICATIONS

The Fitness Lead Instructor must be at least 18 years of age and must possess a Nationally Accredited Certificate in group fitness or have a Bachelor's Degree in Exercise Science. They must have or be able to successfully complete CPR and first aid certification. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Fitness Lead Instructor is responsible to the Recreation/Aquatic Supervisor and/or Superintendent of Recreation.

DUTIES AND RESPONSIBILITIES

1. Interacting with patrons, including but not limited to attendance records.
2. Prepare and organize class content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in class.
5. Follow safety procedures at all times.
6. Use teaching aids and equipment.
7. Keep control of class, practice self-control and be fair to all participants.
8. Add variety to class, use different approaches for skills.
9. Assist with emergency procedures and evacuation.
10. Retrieve and put away all equipment.
11. Maintain a current understanding of fitness techniques and requirements.
12. Perform all job tasks within the rules and guidelines of the District's safety program.
13. Enter time worked in INCODE Time Entry at the end of each shift.
14. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.

3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Fitness Lead Instructor must resolve differences and problems that arise with patrons. The Fitness Lead Instructor is responsible for safe and well organized classroom area. The Fitness Lead Instructor may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The Fitness Lead Instructor is a part time employee working under 20 hours per week. Work shifts are variable with an average of 2 hours a day.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Fitness Lead Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Gymnastics Assistant

SUMMARY

The Gymnastics Assistant Instructor is responsible for providing leadership assistance for participants of all ages. The Gymnastics Assistant Instructor is responsible for performing the duties as outlined in this analysis. They assist the Gymnastics Instructor with a minimum of 6 to a maximum of 25 participants. Work is performed at a self-controlled pace but may vary depending on the demands of the job required.

The Gymnastics Assistant Instructor is a part time employee working under 20 hours a week.

QUALIFICATIONS

The Gymnastics Assistant Instructor must be at least 15 years of age. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Gymnastics Assistant Instructor is responsible to the Recreation/Aquatics Supervisor.

DUTIES AND RESPONSIBILITIES

1. Interact with patrons, including but not limited to assisting with attendance records.
2. Assist in the organization and preparation of class content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in the class.
5. Follow safety procedures at all times.
6. Use teaching aids and equipment.
7. Assist in the control of class, practice self-control and be fair to all participants.
8. Add variety to class, use different approaches for skills.
9. Assist with emergency procedures and evacuation.
10. Retrieve and put away all equipment in the proper location.
11. Perform all job tasks within the rules and guidelines of the District's safety program.
12. Enter time worked in INCODE Time Entry at the end of each shift.
13. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.

4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Gymnastics Assistant Instructor must resolve differences and problems that arise with patrons. The Gymnastics Assistant Instructor is responsible for safe and well organized class area. The Gymnastics Assistant Instructor may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. May have exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The Gymnastics Assistant Instructor is a part time employee working from under 20 hours a week. Work shifts are variable with an average of 3 ½ hours a day.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Gymnastics Assistant Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Gymnastics Lead Instructor

SUMMARY

The Gymnastics Lead Instructor is responsible for providing leadership for participants of all ages. The Gymnastics Lead Instructor is responsible for performing the duties as outlined in this analysis. They has a minimum of 6 to a maximum of 25 participants. Work is performed at a self-controlled pace but may vary depending on the demands of the job required.

The Gymnastics Lead Instructor is a part time employee under 20 hours per week.

QUALIFICATIONS

The Gymnastics Lead Instructor must possess a Nationally Recognized Gymnastics Certification and a Nationally Recognized Safety Certification in Gymnastics. They must have or be able to successfully complete CPR and first aid certification. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Gymnastics Lead Instructor is responsible to the Recreation/Aquatics Supervisor.

DUTIES AND RESPONSIBILITIES

1. Interacting with patrons, including but not limited to attendance records.
2. Prepare and organize class content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in class.
5. Follow safety procedures at all times.
6. Use teaching aids and equipment.
7. Keep control of class, practice self-control and be fair to all participants.
8. Add variety to class, use different approaches for skills.
9. Assist with emergency procedures and evacuation.
10. Retrieve and put away all equipment in the proper location.
11. Maintain a current understanding of teaching skills and requirements.
12. Perform all job tasks within the rules and guidelines of the District's safety program.
13. Enter time worked in INCODE Time Entry at the end of each shift.
14. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.

3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Gymnastics Lead Instructor must resolve differences and problems that arise with patrons. The Gymnastics Lead Instructor is responsible for safe and well organized classroom area.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. Exposure to noise distractions from employees, patrons or equipment operation.

The Gymnastics Lead Instructor is a part time employee working under 20 hours per week. Work shifts are variable with an average of 2 hours a day.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Gymnastics Lead Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Intern

SUMMARY

The Geneseo Park District offers a quality internship program to students working toward a degree within the field of parks and recreation, or a related field of study. The internship is a paid position that is intended to provide experience and academic credit for students needing to fulfill education requirements as part of their coursework. The internship will provide a comprehensive experience of district operations within administration, programming, staff management, facility management, aquatics, special events, marketing and maintenance.

QUALIFICATIONS

Students who have a declared major/minor within the parks & recreation, leisure services, or other related field of study from an approved educational institution.

IMMEDIATE SUPERVISOR

The Parks and Recreation Intern reports directly to the Superintendent of Recreation.

DUTIES AND RESPONSIBILITIES

1. Oversee or assist with various programs and events offered by the Park District, including but not limited to youth programming, special events, aquatics, Independent Contractors, adult programming and youth and adult athletic leagues.
2. Work with department supervisors to assist, shadow and/or perform assigned tasks for each division and/or facility within the department including: recreation, administration, finance, facilities and maintenance. If there is a specific area with more interest, potential additional time can be spent being involved in that area.
3. Prepare reports and other documents such as operating; activity and statistical reports; promotional materials and agenda items. Reports and other documents will be presented to the intended individuals or groups such as immediate supervisors, executive director, advisory committees or Park Board.
4. Attend meetings associated with the department and affiliated groups, including department staff meetings, staff trainings, advisory committee meetings, Chamber of Commerce Meetings, meetings with Independent Contractors and Park Board meetings.
5. Maintain a flexible work schedule that fits the needs of the department's programs, events and meeting needs.
6. Establish and maintain cooperative planning and working relationships with other public agencies and those agencies that have a partnership with the park district.
7. Enter time worked in INCODE Time Entry at the end of each shift.
8. Shall perform other duties as assigned by Superintendent of Recreation or other designated supervisors.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

SAFETY RESPONSIBILITIES

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The intern will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Intern may feel stress from the normal job responsibilities, changing working conditions, and adjustments to schedules that is typical of Park District programs and events.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – occasionally | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising programs or attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally Monday through Friday days, with occasional evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, participants, Park District members and other public customers.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Intern must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The Intern must be able to work in situations with minimal guidance or supervision; be able to give and receive directions and perform work activities as described; show interest and willingness to learn and be perceptive and analytical.



Job Description

Lifeguard

SUMMARY

The Lifeguard is responsible for performing a variety of duties to prepare the pool for the demands of the group that is present. The Lifeguard is responsible for performing the duties as outlined in this analysis. They work in groups of a minimum of 1 to a maximum of 8 lifeguards. Work is performed at a self-controlled pace but may vary depending on the demands of the job required. The Lifeguard is required to participate in a monthly 15-minute daily training session to demonstrate knowledge or ability to perform work activities. This can be verbal or physical, and can cover all aspects of any of the described essential functions. The Lifeguard is a part time employee working from 2 to 30 hours a week.

QUALIFICATIONS

The Lifeguard must be at least 16 years of age and must possess the Starguard Lifeguard Certificate. They must have or be able to successfully complete CPR and first aid certification. Certification as a Geneseo Park District swim lesson instructor or comparable qualification for water instruction is strongly preferred. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Lifeguard is responsible to the Park District Aquatic Manager and Aquatic Center Assistant Managers.

DUTIES AND RESPONSIBILITIES

1. Guarding the pool including a 10/20 scan.
2. Clean pool deck and inspect Pool House area as needed.
3. Place and remove lane lines.
4. Retrieve or remove equipment carts.
5. Set up or take down the lap flags.
6. Set up of extra furniture.
7. Participate in community activities.
8. Perform all job tasks within the rules and guidelines of the District's safety program.
9. Enter time worked in INCODE Time Entry at the end of each shift.
10. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.

3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Lifeguard must resolve differences and problems that arise with patrons. The Lifeguard is responsible for safe and well organized swim area. The Lifeguard may also have to work under stressful situations when first aid, water rescues and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at park district Aquatic Center. Frequent exposure to natural and potentially extreme weather conditions while attending to job related activities. May be exposed to pool chemicals and pool area floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. May work in a climate of 86 degrees Fahrenheit and high humidity. May need to respond quickly and accurately.

The Lifeguard is a part time employee working from 2 to 30 hours a week. Work shifts are variable with an average of 3 ½ hours a day. They may be as long as 11 hours, but there are breaks within this period. The Lifeguard can be hired either seasonally, which means from Memorial Day through Labor Day, or for the full year.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Lifeguard must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Marketing Coordinator

SUMMARY

The Marketing Coordinator is responsible for overall promotion of programs, services and facilities offered by the Geneseo Park District. The Marketing Coordinator is a part time position working an average of 20 hours per week.

QUALIFICATIONS

Bachelors' degree in Marketing, Advertising, Public Relations or Journalism or a closely related field. A minimum of three years' experience in the field of Journalism, Public Relations, Marketing or Communications. Experience in a Park and Recreation setting is desirable. Must be proficient in the use of word processing and publishing software (i.e. Adobe Creative Suites, Microsoft Office). Must possess advanced written communications skills when creating and proofreading written material; proven ability in graphic design; working knowledge of sales and marketing strategies; knowledge of revenue generating techniques in order to generate sponsorships, publication advertisements, etc. and knowledge of financial management and the ability to work with marketing budget to monitor departmental revenue and expenditures to ensure a balanced budget. Familiarity with web hosting platforms, HTML, JavaScript, CSS, XML and SEO practices is desirable. Current CPR certification is required or must be obtained at the time of employment. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Marketing Coordinator is responsible to the Superintendent of Finance and Administration.

DUTIES AND RESPONSIBILITIES

1. Develop and execute the Geneseo Park District marketing plan. Marketing plan calls for sharing our message in a variety of channels (print, web, email, radio, and tv). Follow the marketing timeline of activity.
2. Build and protect the Geneseo Park District brand.
3. Coordinate development, design, and production of activity guides (3), e-newsletters (24), fliers/posters/press releases (unlimited), advertisements (as needed), advertisements for use on The Center Monitors and Central Theater's Preshow (12), bulletin boards, Digital Marquee, letterhead, and other media as necessary. This includes writing, specifications, design, and layout, obtaining bid quotes and ultimately responsible for production and distribution.
4. Produce and maintain a line of brochures for things such as rentals, Foundation Wish List.
5. Maintain Geneseo Park District's online presence through Social Media platforms.

6. Maintain Geneseo Park District's website.
7. Maintain Geneseo Park District's mailing lists in Mailchimp. Fix undeliverable email addresses and gather email addresses we do not have in a systematic fashion.
8. Assist in creating and/or editing activity names and textual descriptions in both the Activity Guides and Rec Trac.
9. Coordinate marketing activities for Central Theater to include the weekly email/web post and social media.
10. Create marketing based on programmer request or your own recommendation to run in a variety of marketing channels (i.e. TV, radio, web, print)
11. Identify, prepare, and submit applications for awards and recognition opportunities.
12. Assist in Grant requests.
13. Assist in developing and maintain a Park District Sponsorship Program for seasonal events and/or programs.
14. Develop and maintain outside business advertising opportunities including, but not limited to: The Center Monitors and the Central Theater Preshow.
15. Identify areas for public outreach and obtain data on community recreation opportunities.
16. Responsible for preparing, responding to, and tracking donation request
17. Arrange agency participation in community events to network. Attend if necessary.
18. Create and maintain inventory of digital media. This includes but is not limited to, acquiring photos/video and editing that media for marketing use and historical archives.
19. Provide information for the annual budget for marketing activities. Work with Board, Executive Director and other staff to create District annual report.
20. Prepares short and long term department goals and objectives.
21. Assist all employees of District as needed.
22. Create and send surveys through Survey Monkey on a regularly scheduled basis.
23. Create master publication calendar annually.
24. Coordinate marketing activities for the Geneseo Park District Foundation, including but not limited to fundraising events, social media presence, web presence.
25. Maintain the Digital Marquee.
26. Create and Maintain facility wayfinding and policy signage.
27. Enter time worked in INCODE Time Entry at the end of each shift.
28. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Marketing Coordinator may feel stress from being held responsible for the image of the Park District.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – occasionally | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally Monday through Friday days, with occasional evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Marketing Coordinator must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: knowledge of time management techniques and the ability to use skills in developing schedules, adhering to timelines and managing multiple tasks and responsibilities at the same time; ability to function independently, possess a high degree of self-motivation and self-direction; skilled in the arts of dealing with people and public speaking; ability to work with other departments to enhance and/or create volunteer opportunities; ability to work with volunteers and affiliate groups and engage their involvement in Park District operations and programming; desire to participate in continuing education seminars and professional schools.



Job Description

Martial Arts Assistant Instructor

SUMMARY

The Martial Arts Assistant Instructor is responsible for providing leadership assistance for participants of all ages. The Martial Arts Assistant Instructor is responsible for performing the duties as outlined in this analysis. They assist the Martial Arts Instructor with a minimum of 6 to a maximum of 25 participants. Work is performed at a self-controlled pace but may vary depending on the demands of the job required.

The Martial Arts Assistant Instructor is a part-time employee. Hours are assigned per the seasonal schedule.

QUALIFICATIONS

The Martial Arts Assistant Instructor must be at least 15 years of age. Candidates may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Martial Arts Assistant Instructor is responsible to the Superintendent of Recreation.

DUTIES AND RESPONSIBILITIES

1. Interact with patrons, including but not limited to assisting with attendance records.
2. Assist in the organization and preparation of class content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in the class.
5. Follow safety procedures at all times.
6. Use teaching aids and equipment.
7. Assist in the control of class, practice self-control and be fair to all participants.
8. Add variety to class, use different approaches for skills.
9. Assist with emergency procedures and evacuation.
10. Retrieve and put away all equipment.
11. Perform all job tasks within the rules and guidelines of the District's safety program.
12. Enter time worked in INCODE Time Entry at the end of each shift.
13. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.

4. Attends required safety program and in-service education meetings.
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Martial Arts Assistant Instructor must resolve differences and problems that arise with patrons. The Martial Arts Assistant Instructor is responsible for a safe and well-organized class area. The Martial Arts Assistant Instructor may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

The work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. May have exposure to noise distractions from employees, patrons, or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The Martial Arts Assistant Instructor is a part-time employee working under 20 hours a week. Work shifts are variable with an average of 3 ½ hours a day. The Martial Arts Assistant Instructor can be hired either seasonally or for the full year.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Martial Arts Assistant Instructor must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons, and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Martial Arts Lead Instructor

SUMMARY

The Martial Arts Lead Instructor is responsible for providing leadership for participants of all ages. The Martial Arts Lead Instructor is responsible for performing the duties as outlined in this analysis. They have a minimum of 6 to a maximum of 25 participants. Work is performed at a self-controlled pace but may vary depending on the demands of the job required.

The Martial Arts Lead Instructor is a part time employee. Hours are assigned per the seasonal schedule.

QUALIFICATIONS

Possession of a Nationally Recognized Martial Arts Certification is preferred. They must have or be able to successfully complete CPR and first aid certification. Candidates may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Martial Arts Lead Instructor is responsible to the Superintendent of Recreation.

DUTIES AND RESPONSIBILITIES

1. Interacting with patrons, including but not limited to attendance records.
2. Prepare and organize class content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in class.
5. Follow safety procedures at all times.
6. Use teaching aids and equipment.
7. Keep control of class, practice self-control and be fair to all participants.
8. Add variety to class, use different approaches for skills.
9. Assist with emergency procedures and evacuation.
10. Retrieve and put away all equipment.
11. Maintain a current understanding of teaching skills and requirements.
12. Perform all job tasks within the rules and guidelines of the District's safety program.
13. Enter time worked in INCODE Time Entry at the end of each shift.
13. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.

4. Attends required safety program and in-service education meetings.
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Martial Arts Lead Instructor must resolve differences and problems that arise with patrons. The Martial Arts Lead Instructor is responsible for a safe and well-organized classroom area.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

The work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. Exposure to noise distractions from employees, patrons, or equipment operation.

The Martial Arts Lead Instructor is a part time employee working under 20 hours per week. Work shifts are variable with an average of 2 hours a day.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Martial Arts Lead Instructor must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons, and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Park District Aquatic Manager

SUMMARY

Under the supervision of the Recreation/Aquatics Supervisor, the Park District Aquatic Manager will be responsible for the daily operations of Geneseo Park District along with managing and planning for the specialized area of Aquatics for the Indoor Pool and the John and Carla Edwards Aquatic Center. The Park District Aquatic Manager will register patrons for programs and memberships, answer general questions, and perform general duties associated with daily operations. The Park District Aquatic Manager will be required to do general cleaning of their areas and adjacent areas to their workstations, lead facility tours, set up and tear down equipment, schedule rental reservations, and provide reports as needed. Much of the scheduling, planning and implementation of Aquatics will be completed during the daily operational schedule, but will also require separate hours for the commitment to safety associated with the Aquatics area. The Park District Aquatic Manager will work at the Community Center most of the year, apart from the summer months, when they will oversee the John and Carla Edwards Aquatic Center operations. The Park District Aquatic Manager will have a significant impact on fulfilling the GPD mission as they interact with patrons, provide a quality experience, and maintain safety for all members and guests. The Park District Aquatic Manager is a part-time position working up to 35 hours per week.

QUALIFICATIONS

The Park District Aquatic Manager is expected to obtain a Starguard Elite Aquatic Risk Prevention Instructor Certificate. Candidate may also be required to possess a valid Illinois class "D" driver's license. Ability to maintain positive and effective working relationships with other employees and work in a team-based environment. Ability to problem solve in an intelligent, effective manner; organizational ability; skill in written and verbal communication; ability to work independently and manage simultaneous projects. Proficient in Microsoft Office and Recreation Software.

IMMEDIATE SUPERVISOR:

The Park District Aquatic Manager is responsible to the Recreation/Aquatics Supervisor.

DAILY OPERATIONAL DUTIES AND RESPONSIBILITIES:

1. Answer phones and questions, transferring calls to team members.
2. Process membership, program registrations and rental requests.
3. Process attendance sheets, membership purchases and renewals, program registration, Park Board information and other reports as assigned.
4. Maintain attendance schedules for all programs.

5. Clean and sanitize workstations and other high traffic areas as assigned. Cleaning would include vacuuming, sweeping, mopping, and wiping down counter tops, doorways, and other high-volume points of contact.
6. Assist with the set-up and removal of equipment for programs, camps, clinics, special events and rentals. Examples would include setting tables/chairs, AV equipment, etc.
7. Assist with purchasing equipment and supplies for general office operations, programs, special events, etc. within the Park District.
8. Assist with programs as needed. This could include, but is not limited to teaching, or coaching.
9. Provide facility tours to new guests and members.
10. Assist with outdoor maintenance at the Community Center and other Park District locations.
11. Enter time worked in INCODE Time Entry at the end of each shift.
12. Additional duties as assigned by supervisor.

AQUATIC DUTIES AND RESPONSIBILITIES:

24. Maintain a safe environment for all employees and patrons.
25. Hire, supervise and evaluate all aquatic staff.
26. Cooperate with the Recreation/Aquatic Supervisor to Plan and prepare budget for all programs, events, public swims, and lap swims associated with aquatics.
27. Prepare a work schedule and substitution plan for all lifeguards, water fitness instructors, swim lesson instructors and assistants, etc.
28. Instruct lifeguard trainings, and in-service trainings following Starguard Elite's guidelines.
29. Assist with operation of pool filtration system.
30. Promote pool activities to outside organizations.
31. Assist with emergency procedures and building evacuation.
32. Schedule aquatic rentals and assign necessary lifeguards.
33. Maintain communication with Starguard Elite and prepare necessary paperwork for successful audits.
34. Communicate and train other staff members to provide information for the expectations of lifeguards.
35. Maintain appropriate records for the Illinois Department of Public Health.
36. Develop new aquatic programs.
37. Assist in inputting aquatic programs into RecTrac for Activity guides.
38. Develop agenda and conduct weekly staff in-service trainings.
39. Work with coaching staff to coordinate swim team practices and meet events.
40. Recommend/order equipment for aquatic events and/or facilities.
41. Plan and implement aquatic special events.
42. Assist in the preparation of financial reports for aquatics.
43. Ensure all instructors take attendance and provide to operational staff for verification of registration and check in.
44. Evaluate the pool water chemistry when needed and add appropriate chemicals.
45. Assist with customer service.
46. Orientate new members to pool equipment and locker rooms.
47. Assist with upkeep of pool and pool equipment.
48. Assist staff with pool activities.
49. Assist with set up or tear down of aquatic programs or events.
50. Assist with fulfillment of substitutions and cover shifts as needed for absences.
51. Complete Daily Facility Checklist.
52. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

- 12. Maintain a working knowledge of all general and departmental-specific safety rules.
- 13. Act quickly and calmly in emergency situations.
- 14. Use material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
- 15. Attend required safety program and in-service education meetings.
- 16. Correct unsafe conditions and/or report them to supervisor.
- 17. Address unsafe employee behaviors by approaching, correcting, and coaching.
- 18. Enforce safety disciplinary policies and procedures.
- 19. Provide safety orientation for all new employees that includes job instruction, safety and ergonomic training.
- 20. Hold employees accountable for promptly reporting work-related or patron injuries or property damage.
- 21. Complete accident/incident report forms and promptly forwards them to the agency claims contact.
- 22. Provide information and resources needed for PDRMA Loss Control Program.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Park District Aquatic Manager must resolve differences and problems that arise with patrons and employees. The Park District Aquatic Manager is responsible for safe and well-organized facilities and programs. The employee may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoor, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoor at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. May be exposed to pool chemicals and pool area floors may be slippery. Exposure to noise distractions from employees, patrons, or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. May work in a climate of 86 degrees Fahrenheit and high humidity. May need to respond quickly and accurately.

The schedule is daily, year-round and will include evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Park District Aquatic Manager must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to cooperate with and interpret Park District philosophies in relation to governmental, public, and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Personal Trainer

SUMMARY

The Personal Trainer is responsible for developing and organizing a personal training program and then implementing that program for the Geneseo Park District's members and community.

The Personal Trainer is a part-time position working a variety of hours per week based on their clients schedules.

QUALIFICATIONS

The Personal Trainer must be certified by a National Accreditation, or have a four year degree from an accredited college or university in Exercise Science. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Personal Trainer is directly responsible to the Superintendent of Recreation.

DUTIES AND RESPONSIBILITIES

1. Follows policies of the Geneseo Community Park District and when in question works to develops new policies.
2. Develop goals and objectives to help plan for his/her department, as well as organize, teach and promote your program.
3. Develop a broad diversified program for personal training to meet the needs and desires of the community.
4. Instruct and personal train clients.
5. Insures that safety precautions are observed and followed in all cases. .
6. Work with the Superintendent of Recreation on developing personal training information for brochures that are to be printed.
7. All handouts must have the approval of the Superintendent of Recreation before distributed.
8. Cooperates with and is considerate of co-employees.
9. Attend meetings with Superintendent of Recreation as requested.
10. Shares ideas and suggestions with Superintendent of Recreation.
11. Reports to the Superintendent of Recreation orally or in writing on activities, plans and problems: Recommends action and carries out policies in dealing with specific groups.
12. Retain a current list of department equipment inventory.
13. In cooperation with the Superintendent of Recreation keeps track of client's visits and schedules to ensure proper payments are recorded.
14. Enter time worked in INCODE Time Entry at the end of each shift.
15. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Personal Trainer must resolve differences and problems that arise with patrons. The Personal Trainer is responsible for a safe and well organized personal training area. The Personal Trainer may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – occasionally | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The Personal Trainer is a part time employee working under 20 hours a week. Work shifts are variable and are scheduled by Personal Trainer with client.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Personal Trainer must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Preschool Assistant

SUMMARY

The Preschool Assistant Instructor is responsible for providing leadership assistance for participants of all ages. The Preschool Assistant Instructor is responsible for performing the duties as outlined in this analysis. They assist the Preschool Instructor with a minimum of 6 to a maximum of 25 participants. Work is performed at a self-controlled pace but may vary depending on the demands of the job required.

The Preschool Assistant Instructor is a part time employee working under 20 hours a week.

QUALIFICATIONS

The Preschool Assistant Instructor must be at least 15 years of age. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Preschool Assistant Instructor is responsible to the Preschool Coordinator.

DUTIES AND RESPONSIBILITIES

1. Interact with patrons, including but not limited to assisting with attendance records.
2. Assist in the organization and preparation of class content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in the class.
5. Follow safety procedures at all times.
6. Use teaching aids and equipment.
7. Assist in the control of class, practice self-control and be fair to all participants.
8. Add variety to class, use different approaches for skills.
9. Assist with emergency procedures and evacuation.
10. Retrieve and put away all equipment.
11. Perform all job tasks within the rules and guidelines of the District's safety program.
12. Enter time worked in INCODE Time Entry at the end of each shift.
12. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.

4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Preschool Assistant Instructor must resolve differences and problems that arise with patrons. The Preschool Assistant Instructor is responsible for safe and well organized class area. The Preschool Assistant Instructor may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at park district facilities and parks. May have exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The Preschool Assistant Instructor is a part time employee working from under 20 hours a week. Work shifts are variable with an average of 3 ½ hours a day.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Preschool Assistant Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Preschool Coordinator

SUMMARY

The Preschool Coordinator is responsible for the development, implementation, evaluation and modification of the pre-school and early childhood development programs. This position requires the supervision, maintenance, and coordination of budgeting, marketing, revenue generation and expense control, customer related issues, and motivation and development of staff. Primary objective is to help develop fun, innovative classes for all preschool age levels.

The Preschool Coordinator is a part-time position working an average of 10 hours per week.

QUALIFICATIONS

Bachelor of Education in Early Childhood, or related field. Certification in CPR and First Aid. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

Reports to the Recreation/Aquatic Supervisor, and supervises part-time, and seasonal personnel.

DUTIES AND RESPONSIBILITIES

1. Plan, supervise, and evaluate pre-school and early childhood development programs.
2. Delivery of preschool special events.
3. Direct supervision of pre-school and early childhood personnel, both district employees, and volunteers.
4. Regularly teach preschool and early childhood development programs.
5. Develop pre-school curriculum with daily and advanced lesson plans.
6. Prepare and organize class content and instruct class to the best of his/her ability.
7. Provide for individual differences when instructing.
8. Motivate and convey enthusiasm in class.
9. Conduct or arrange for quarterly in-service training for pre-school staff
10. Demonstrate and explain class skills and techniques.
11. Use teaching aids and equipment.
12. Keep control of class, practice self-control and be fair to all.
13. Willingness to try different approaches for skills, add variety to class.
14. Assist with preparation and development of park activity guides, marketing literature and program promotion.
15. Cooperate with the Recreation/Aquatic Supervisor in the preparation of cost analysis budgeting of programs, activities and special events.
16. Prepare reports, statistics, and evaluations of preschool programs.
17. Assist with emergency procedures and building evacuation.
18. Inspect and recommend facility equipment repairs and improvements.

19. Implement and supervise purchasing in accordance with district policies and procedures.
20. Monitor program participation and take corrective action steps for both low enrollment and waiting lists.
21. Monitor financial results reporting any deviations.
22. Coordinate program development and operation including field trips and special events.
23. Monitor status and condition of programs and physical locations of programs.
24. Evaluate staffing needs (including recruitment, hiring, training, and evaluation) and make adjustments to insure pre-school programs operate efficiently and create an environment for success.
25. Assist in interpreting resident needs and delivering programs and services to meet those needs.
26. Promote, organize and stimulate good relationships with community and other interest groups and with other agencies serving the area.
27. Be familiar with and adhere to all policies and procedures outlined in the Policy and Procedure Manual, Personnel Policy Manual, and Safety Manual.
28. Attend quarterly meetings with Recreation/Aquatic Supervisor.
29. Helps with registration of new participants.
30. All handouts, rescheduled classes, meeting times must have the approval of the Recreation/Aquatic Supervisor before public is notified.
31. Assist with and/or attend park district special events.
32. Work with schools, sports leagues and other organizations on special projects.
33. Attend professional conferences and workshops to promote knowledge in related areas of responsibility.
34. Enter time worked in INCODE Time Entry at the end of each shift.
35. Perform other duties and functions as directed by the Recreation/Aquatic Supervisor.

SAFETY RESPONSIBILITIES

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Preschool Coordinator may feel stress from the supervision, maintenance, and coordination of budgeting, marketing, revenue generation/expense control, customer related issues, and motivation and development of staff.

PHYSICAL DEMANDS AND WORKING CONDITIONS

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The Preschool Coordinator schedule is generally Monday through Friday days, with occasional weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

Principles, practices and objectives of pre-school administration. Aptitude to use a computer for e-mail, accessing the internet, knowledge of Microsoft Word, Excel and recreation software. Ability to cooperate with and interpret park district philosophies in relation to governmental, public and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions, with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers. Proficiency to read and write in English, and organize effectively. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Preschool Lead Instructor

SUMMARY

The Preschool Lead Instructor is responsible for providing leadership for 2-5 year old participants. The Preschool Lead Instructor is responsible for performing the duties as outlined in this analysis. They have a minimum of 6 to a maximum of 8 participants. Work is performed at a self-controlled pace but may vary depending on the demands of the job required.

The Preschool Lead Instructor is a part time employee under 20 hours per week.

QUALIFICATIONS

The Preschool Lead Instructor must possess a Bachelor's Degree in Early Childhood or Elementary Education. They must have or be able to successfully complete CPR and first aid certification. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Preschool Lead Instructor is responsible to the Preschool Coordinator.

DUTIES AND RESPONSIBILITIES

1. Interacting with patrons, including but not limited to attendance records.
2. Prepare and organize class content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in class.
5. Follow safety procedures at all times.
6. Use teaching aids and equipment.
7. Keep control of class, practice self-control and be fair to all participants.
8. Add variety to class, use different approaches for skills.
9. Assist with emergency procedures and evacuation.
10. Retrieve and put away all equipment.
11. Maintain a current understanding of teaching skills and requirements.
12. Perform all job tasks within the rules and guidelines of the District's safety program.
13. Enter time worked in INCODE Time Entry at the end of each shift.
14. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.

3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Preschool Lead Instructor must resolve differences and problems that arise with patrons. The Preschool Lead Instructor is responsible for safe and well organized classroom area.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is indoors, in a smoke-free environment with controlled temperature and fluorescent lighting. Exposure to noise distractions from employees, patrons or equipment operation.

The Preschool Lead Instructor is a part time employee working under 20 hours per week. Work shifts are variable with an average of 2 hours a day.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Preschool Lead Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Recreation/Aquatic Supervisor

SUMMARY

The Recreation/Aquatic Supervisor is responsible for the daily operations associated with the Geneseo Park District's programs including athletics and the management of the indoor pool and Aquatic Center including staffing and all aquatics programming. The Recreation/Aquatic Supervisor is responsible for the development, implementation, evaluation, and modification of a broad range of recreation programs. This includes but is not limited to recreation programs, aquatic programs, early childhood programs, special events for youth, teen, adult, and seniors in the area of performing and visual arts, outdoor, general programs and programming for special populations. This position requires the supervision, maintenance and coordination of budgeting, marketing, revenue generation/expense control and purchasing in addition to customer service related issues, motivation and development of staff.

The Recreation/Aquatic Supervisor is a full-time position working an average of 40 hours per week.

QUALIFICATIONS

The Recreation/Aquatic must have a B.A. or B.S. degree in Recreation or a related field with a minimum of 2 years of programming experience. Considerable knowledge of recreation and aquatic programming is required. Must possess current CPR, First Aid and AED certification. Food Handlers Certification and Food Service Managers Certification, and Pool Operators Certification are required. Professional certification (CPRP) preferred. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Recreation & Aquatic Supervisor is responsible to the Superintendent of Recreation.

DUTIES AND RESPONSIBILITIES

1. Prepare, analyze review and administer the recreation budget including aquatics.
2. Hire train supervise and evaluate part-time employees.
3. Recruit and train volunteers.
4. Develop and create, supervise, and evaluate a wide variety of aquatic/recreational programs and events for all ages, community needs and demographics including individuals with special need.
5. Complete annual Aquatics Report for the Board of Commissioners and others as required.
6. Organize and present recommendations and ideas that will improve and enhance current programming, such as budget worksheets and financial analysis of programs.

7. Assist in formulating strategic marketing plans for programs and events.
8. Work professionally and effectively with patrons, the public, Park District staff, community leaders, Independent Contractors, school officials and volunteers.
9. Generate participation, involvement and enthusiasm in areas of responsibility.
10. Coordinate purchasing in area of responsibility, researching products for value, and work with vendors.
11. Schedule the use of facilities and pools when applicable to ensure most efficient and effective use of resources. Record and keep track of records in Rectrac.
12. Prepare evaluation reports following each programming season.
13. Insure that all Recreation and Aquatics programs as well as all staff follow safety procedures as established by the District and PDRMA.
14. Organize quarterly staff training opportunities and encourage staffs participation in professional associations and in obtaining professional certifications.
15. Insure all required certification are maintained and up to date.
16. Represent the Park District and attend community, association and school meetings as needed.
17. Practice exceptional public relations and customer service that promotes a positive image of the Park District.
18. Communicate with the Superintendent of Recreation on issues that are related to programming, public relations, budgets, staff supervision and training.
19. Prepare other reports and proposals, as needed or pertaining to the Recreation Department, Aquatics, special projects, task forces, etc.
20. Attend recreation staff meetings and all other meetings as assigned.
21. Attend professional conferences, seminars, workshops and/or classes to remain current on trends and innovations in the field of parks and recreation administration.
22. Participate in Civic Organizations and Service Clubs as assigned.
23. Assist with the preparation and contribute to the master plan and long-range plans of the District.
24. Supervise Park District Aquatic programming.
25. Manage the indoor pool and Aquatic Center operations.
26. Organize and supervise the training of all aquatic staff.
27. Conduct or supervise the CPR training of the entire district staff.
28. Order supplies for all the AEDs throughout the district so they are up to code, submit documentation.
29. Enter time worked in INCODE Time Entry at the end of each shift.
30. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.

10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.
12. Attending meetings and contributing ideas and suggestions for improvements. Committee members are required to attend committee meetings. Frequent absences from meeting will result in disciplinary action and be reflected in annual performance appraisals.
13. Reporting any unsafe acts or conditions that could lead to loss of life, injury or damage to District property.
14. Participating in the scheduled inspections of District sites and facilities and providing recommendations to the Committee.
15. Inducing others to work safely while setting examples of safe performance.
16. Investigation follow-up log suggestions with the appropriate staff, and reporting to the Committee the results.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Recreation/Aquatic Supervisor must resolve differences and problems that arise with patrons and employees and is responsible for safe and well-organized programs. The employee may also have to work under stressful situations when first aid and/or CPR are required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. May be exposed to pool chemicals and pool area floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally Monday through Friday days, with occasional evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Recreation/Aquatic Supervisor must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to cooperate with and interpret Park District philosophies in relation to governmental, public and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons, community groups and other units of local government. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both internal and external customers. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Roller-Skating Staff

SUMMARY

Under the supervision of the Recreation/Aquatic Supervisor, the Roller-Skating Staff will perform a variety of tasks before, during, and after Roller-Skating sessions. The Roller-Skating Staff is focused on delivering a safe, positive recreational experience to all skaters and their families.

The Roller-Skating Staff is a part-time position working a variety of hours based on the schedule for the season.

QUALIFICATIONS

The Roller-Skating Staff must have the ability to maintain positive and effective working relationships with other employees and work in a team-based environment. Ability to problem solve in an intelligent, effective manner. Must possess organizational ability; skill in written and verbal communication and ability to work independently and manage simultaneous projects. Current certification in CPR is required. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Roller-Skating Staff is responsible to the Recreation/Aquatic Supervisor.

DUTIES AND RESPONSIBILITIES

1. Set up and tear down tables, chairs, concession stand, lights, music, and admissions table.
2. Provide patrons with their requested skate size. Switch skates that don't fit or aren't working to a patron's satisfaction.
3. Monitor the skating rink closely with safety in mind. Enforce the rules of the skating rink.
4. Sell admission tickets and skate rental tickets at the front door.
5. Create and implement games for all ages of skaters.
6. Sell concessions.
7. Clean, sweep, and mop as needed.
8. Enter time worked in INCODE Time Entry at the end of each shift.
9. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings

5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employees will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park District’s Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Roller-Skating Staff may feel stress from the large number of skaters at one time and being responsible for providing a safe environment.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|------------------------|
| Sitting – occasionally | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – frequently | Reaching – frequently |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is part-time on Saturdays from 4:30 – 9:30 pm.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Roller-Skating Staff must exhibit good problem-solving ability and good judgment in keeping with the mission of the Park District. The Roller-Skating Staff must also demonstrate good safety awareness.

The following traits will be required: firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand); detail mindedness (accesses all details attendant to a project or situation); decisiveness (makes decisions when required or takes action when appropriate); foresight/anticipation of problems (look beyond the initial circumstances to analyze future situations).



Job Description

Special Events Staff

SUMMARY

The Special Event Staff is responsible for the special events associated with the Geneseo Park District.

The Special Event Staff is a part-time position working a variety of hours based on the schedule of events per season.

QUALIFICATIONS

Ability to maintain positive and effective working relationships with other employees and work in a team based environment. Demonstrate ability to handle money quickly and accurately. Ability to remain organized and in control under fast paced working conditions. Ability to problem solve in an intelligent, effective manner. Must possess skill in written and verbal communication and ability to work independently and manage simultaneous projects. Current certification in CPR is required.

Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR:

The Special Event Staff is responsible to the Superintendent of Recreation.

DUTIES AND RESPONSIBILITIES:

1. Prepare food and supplies for the event.
2. Maintain a neat and orderly working area.
3. Insure that stock is properly maintained.
4. Responsible for knowing all items available and prices.
5. Maintain proper cash control procedure.
6. Enforce all rules and regulations as indicated in Park District Personnel Policy.
7. Maintain a high level of readiness and be prepared to handle any emergency situations.
8. Have a total working and functional knowledge of Park District's Special Event operation.
9. Have a total working and functional knowledge of safety and first aid equipment located at the Park District.
10. Attend and present appropriate information at staff meetings.
11. Complete appropriate forms.
12. Review and assure the complete stock of inventory at all times.
13. Review special event procedures, plan and implement changes to best improve the operation.
14. Enter time worked in INCODE Time Entry at the end of each shift.
15. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Special Event Staff must assist in resolving differences and problems that arise with patrons and employees. The Special Event Staff is responsible for safe and well organized event. The employee may also have to work under stressful situations when presented.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - frequently |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – frequently | Kneeling – occasionally | Driving – frequently |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at park district facilities. Occasional exposure to natural and potentially extreme weather conditions while performing job related activities. May be exposed to cleaning chemicals and floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally one day per quarter working evening and weekend hours as necessary to produce exceptional results.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Special Event Staff must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to cooperate with and interpret Park District philosophies in relation to public and private groups or agencies, and to the general public. Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere, promoting positive work relations with both

internal and external customers. Ability to communicate effectively within various settings, from one-on-one to group configurations. Capacity to maintain self-control and composure in difficult situations.



Job Description

Superintendent of Facilities

SUMMARY

The Superintendent of Facilities is responsible for all Park District Facilities. The Superintendent of Facilities serves as the Safety Coordinator and ADA Coordinator for the District.

The Superintendent of Facilities is a full time position working an average of 40 hours per week.

QUALIFICATIONS

The Superintendent of Facilities must have a 4 year degree from an accredited college or university in Parks and Recreation or related field (i.e. physical education or leisure studies) with a minimum of 1 year experience in the field. This individual must hold a pool operators' certificate from an accredited program (AFO, CPO), and be current in CPR, AED. Professional certification (CPRP) preferred. Candidate may also be required to possess a valid Illinois class "D" driver's license.

The Safety Coordinator is responsible for general safety and risk management concerns relating to all agency operations, functions, grounds and facilities. This position is responsible for the formulation, implementation and monitoring of procedural policies as they relate to loss prevention, insurance issues, safety, accident investigation, claims and the settling of losses.

The Safety Coordinator shall formulate safety related policy and philosophy; develop specific safety-related policies, procedures and guidelines. The Safety Coordinator will develop and present safety training programs, develop and implement effective facility and equipment inspection programs and analyze potential loss situations and make recommendations. The Safety Coordinator will conduct accident investigations, work with insurance carriers to report losses, and assist in the successful adjustment of claims. The Safety Coordinator will be the chairperson of the agency's safety committee and will be responsible for the documentation of these meetings through an agenda and minutes format.

IMMEDIATE SUPERVISOR

The Superintendent of Facilities is responsible to the Executive Director.

DUTIES AND RESPONSIBILITIES

1. Organizes a wide scope of all district facilities and related programs to include but not limited to the Community Center, Indoor Pool, Outdoor Pool, Central Theater, Athletic Field and Anderson Park. Responsible for image of facilities.
2. Manages the maintenance, repair and construction work on all park sites, facilities, pools, mechanical equipment and alarm systems.
3. Directly hire, fire, train, supervise, schedule, and evaluate all facilities staff theater managers,

lead projectionist and custodial staff.

4. Organize staff training opportunities on a quarterly basis.
5. Responsible for all district facilities operating procedures, rules, regulations, fees and charges.
6. Works cooperatively with administration, department heads, managers, and other park district staff and encourage staff to do the same.
7. Oversees all agency construction projects and contracts with vendors.
8. Gathers data and prepares specifications for bids for all equipment and contracts and prepares bid documents as necessary.
9. Plans, implements and monitors a working budget.
10. Prepares and maintains records on facility operations.
11. Prepare and submit grant applications.
12. Assist with text, diagrams, and maps in preparation of District's brochures and marketing materials.
13. Prepare and present reports at Board meetings as required.
14. Assist with the preparation and contribute to the master plan and long-range plans of the district regarding land acquisition, development, pool maintenance and renovation, building construction, athletic fields and facilities, capital repair and replacement schedule.
15. Recommend facility improvements and expansion of Department services.
16. Participate in civic organizations and service clubs.
17. As Park District ADA Coordinator is responsible for the ADA compliance of our District.
18. As Park District Safety Coordinator is responsible for the Risk Management of our District. They will work with our insurance providers and conduct all safety workshops and deal with our Risk Management Agency (PDRMA).
19. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Perform all job tasks within the rules and guidelines of the District's safety program.
2. Maintains a working knowledge of all general and departmental-specific safety rules.
3. Maintains records and files relating to safety and risk management.
4. Responsible for general safety and risk management concerns relating to all district operations, functions, grounds and facilities.
5. Responsible for the formulation, implementation and monitoring of procedural policies as they relate to loss prevention, insurance issues, safety, accident investigation, claims and the settling of losses.
6. Prepares and monitors safety related budgets.
7. Instills in each department head, a clear understanding of their duties and responsibilities in the areas of loss control and safety.
8. Evaluates the accident investigation policy and procedures to ensure that sufficient data is being gathered for review.
9. Participates in the investigation of accidents and injuries and develops written documentation to assist in a defense of legal actions.
10. Conduct accident investigations, work with insurance carriers to report losses, and assist in the successful adjustment of claims.
11. Processes pertinent paperwork concerning insurance claims.
12. Develops and revises agency safety manuals.
13. Conducts a wide variety of safety related inspections.
14. Develops emergency response procedures and emergency evacuation plans for facilities and programs.
15. Develops and maintains cooperative relationships with other public agencies in regards to safety issues and participates in Safety Committee functions.
16. Enforces safety rules and improves employee and public knowledge of the same by confronting

- and correcting unsafe behavior and conditions.
17. Develops long range capital safety related improvement recommendations.
 18. Ensures compliance with all federal, state and local laws and regulations related to safety and insurance.
 19. Makes specific budget allocations for the purchase of safety equipment, safety services and safety training (i.e., material handling, fire prevention, etc.).
 20. Reviews and updates inspection criteria. Performs a departmental inspection report (or have alternate deliver) at Safety Committee Meetings.
 21. Provides proper orientation, job instruction training and in-service training to supervisors.
 22. Perform or assist to provide safety orientation and training programs for seasonal part-time staff, volunteers, and new employees.
 23. Prepares needed support information for the PDRMA Loss Control Program Review meeting.
 24. Recommend and implement safety-related ideas, improvements, and efficiency measures. Assist in developing safety goals and objectives.
 25. Develop safety-related philosophies, policies, procedures, guidelines, regulations, and manuals. Develop and implement safety standards.
 26. Review and develop safety-related statistics and reports. Prepare cost analyses and reports for safety-related projects and maintenance operations.
 27. Develop facility, and equipment inspection procedures. Recommend corrective action or preventative measures with appropriate staff.
 28. Assist management in the enforcement of safety rules, regulations, policies, and procedures when violations are discovered.
 29. Seek, interpret, and implement safety-related input from other agency personnel. Respond to safety-related citizen complaints and inquiries, as necessary.
 30. Function as Chairperson of the District's Safety Committee.
 31. Maintain Accident/Incident report files and log. Process and submit Accident/Incident reports to PDRMA, when appropriate. Maintain OSHA #300 Log.
 32. Develop and revise procedures for reporting accidents and injuries. Analyze potential loss situations and make recommendations about corrections.
 33. Develop fire prevention and evacuation programs for building and facilities.
 34. Plan, coordinate, and conduct safety-related training programs.
 35. Coordinate the PDRMA Loss Control Review.

The Superintendent of Facilities serves as the Safety Coordinator for the Park District and will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Superintendent of Facilities may feel pressure from the responsibility of the effective and efficient operations of park district facilities. The Superintendent of Facilities must resolve differences and problems that arise with patrons and employees.

The Superintendent of Facilities must be highly organized and have the ability to prioritize safety related and risk management projects and must possess the following abilities: the ability to analyze agency risks to determine whether they can be eliminated or minimized; the ability to analyze existing loss data to determine if appropriate countermeasures can be implemented; the ability to deal with other people under stressful situations.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – heavy, 0 – 50 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – frequently |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. The Superintendent of Facilities will also be exposed to various chemicals (ie. fertilizers, weed killers, pool chemicals, cleaning agents, and oil fuels).

Driving is an essential function of the Safety Coordinator position. In many cases the Safety Coordinator must work independently to investigate accidents at all hours, coordinate onsite on disaster situations, conduct unannounced safety compliance audits, and related activities.

The schedule is generally Monday through Friday days, with occasional evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Superintendent of Facilities must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District. The Superintendent of Facilities must also demonstrate good safety awareness.

The following traits will be required: firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand); detail mindedness (accesses all details attendant to a project or situation); decisiveness (makes decisions when required or takes action when appropriate); foresight/anticipation of problems (look beyond the initial circumstances to analyze future situations); motivation (sets challenging but attainable goals and is committed to a high level of achievement); professional growth/initiative (must have determination, self-discipline and willingness to attend seminars, workshops or other educational offerings to provide for professional growth and knowledge of new or improved technology, equipment, methods or materials).



Job Description

Superintendent of Finance & Administration

SUMMARY

The Superintendent of Finance and Administration heads the District's Financial Department, Personnel Management Department (HR) and serves as the District's IMRF Authorized Agent and PDRMA Health Plan Coordinator. Responsible for the overall financial administration, marketing, payroll, accounts payable, human resources and health insurance functions of the District.

The Superintendent of Finance and Administration is a full time position working an average of 40 hours per week.

QUALIFICATIONS

A Bachelor's degree in finance, business administration, accounting or a closely related field is required. A minimum of five years of experience in accounting or finance; or any equivalent combination of education, experience and training which provides the knowledge, skills and abilities will be accepted. Professional certification (CPRP) preferred. Must possess the ability to supervise personnel; to take initiative, resolve problems and communicate effectively. Candidate may also be required to possess a valid Illinois class "D" driver's license; current IMRF Authorized Agent Certification; and current CPR certification.

IMMEDIATE SUPERVISOR

The Superintendent of Finance and Administration is responsible to the Executive Director.

DUTIES AND RESPONSIBILITIES

1. Maintain a sound accounting and financial management system in accordance with generally accepted accounting principles, Illinois Park District Law and District policy.
2. Responsible for operation of all accounting systems and financial management functions. This includes administering and approving all accounting functions, including accounts payable, payroll, cash receipts/accounts receivable, general journal and fixed assets.
3. Administer all banking functions including deposits, wire transfers and reconciliation's for all accounts. In addition to administering the completion on a monthly basis bank reconciliations for district accounts, trial balance, general ledger entries and revenue and expense reports.
4. Write monthly board reports and others as required.
5. Coordinate the annual budgetary process and produce the Budget and Appropriations Ordinance.

6. Administer the production and publication of the Annual Treasurer's Report and prepare and file the Annual Tax Levy Ordinance and all state and federal reports as required.
7. Coordinate the annual audit of the Park District's financial statements.
8. Invest available cash in interest-producing opportunities within the confines of the Illinois Statutes and Board policy.
9. Perform internal audit functions with special emphasis on cash receipts.
10. Maintain and update on an annual basis the chart of accounts for all revenue and expenditure items.
11. Supervise and guide staff in accounting and budget procedures.
12. Work cooperatively with Administration, Department Heads and Managers, other park district staff and encourage staff to do the same.
13. Act as District's liaison with financial advisors, bank officials and government tax officials.
14. Monitor expenditures throughout the year for compliance with the budget.
15. Administers Section 125 plan.
16. Review and verify accuracy of information submitted for processing.
17. Recognize discrepancies and seek assistance when necessary.
18. Oversees the District's debt payment schedules, and works with financial consultants on debt issuances and debt refinancing.
19. Develop and recommend short and long term financial planning goals and produce relevant and accurate reports.
20. Responsible for employment related activities in accordance with Federal, State and Local law and regulations.
21. Plans, maintains, administers and updates employee benefit plans including health, life insurance, employee assistance program and IMRF.
22. Act as PDRMA Healthcare representative for Park District.
23. Maintain employee personnel files, records and applications as required by law and good business practices.
24. Assist in the development of personnel policies and procedures and maintain and update the personnel policy manual.
25. Prepare and maintain reports pertaining to employment status, salaries and evaluations, quarterly and annual payroll taxes and unemployment insurance.
26. Assist and provide information to staff regarding District personnel policy and procedures. Review policies on an annual basis.
27. Attend monthly board meetings and other meetings as necessary.
28. Establish and maintain relationships with other agencies, business organizations, and community groups.
29. Oversees the marketing department and all marketing initiatives for the Park District.
30. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.

7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.
12. Attending meetings and contributing ideas and suggestions for improvements. Committee members are required to attend committee meetings. Frequent absences from meeting will result in disciplinary action and be reflected in annual performance appraisals.
13. Reporting any unsafe acts or conditions that could lead to loss of life, injury or damage to District property.
14. Participating in the scheduled inspections of District sites and facilities and providing recommendations to the Committee.
15. Inducing others to work safely while setting examples of safe performance.
16. Investigation follow-up log suggestions with the appropriate staff, and reporting to the Committee the results.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Superintendent of Finance and Administration may feel stress from being held responsible for the financial stability and personnel management of the Park District.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – occasionally | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally Monday through Friday days, with occasional evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Superintendent of Finance and Administration must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The Superintendent of Finance and Administration must work with minimal guidance or supervision; be able to give and receive directions and perform work activities as described; show interest and willingness to learn and be perceptive and analytical.

The following traits will be required: firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand); detail mindedness (accesses all details attendant to a project or situation); decisiveness (makes decisions when required or takes action when appropriate); foresight/anticipation of problems (look beyond the initial circumstances to analyze future situations); motivation (sets challenging but attainable goals and is committed to a high level of achievement); professional growth/initiative (must have determination, self-discipline and willingness to attend seminars, workshops or other educational offerings to provide for professional growth and knowledge of new or improved technology, equipment, methods or materials).



Job Description

Superintendent of Recreation

SUMMARY

The Superintendent of Recreation is responsible for planning, promoting and administering a comprehensive recreation program for the residents of the Geneseo Park District. The Superintendent of Recreation provides leadership to recreation staff, ensures a high level of service quality in operations and programs, and develops and maintains positive relationships with affiliated organizations and partners.

The Superintendent of Recreation is a full time position working an average of 40 hours per week. This position may have hours changed by season.

QUALIFICATIONS

Graduate from an accredited college or university with a Bachelor's degree in Parks and Recreation or a closely related field and a minimum of five years of successful experience in the administration and management of recreation programming. NRPA Professional certification (CPRP) preferred. Certified Pool Operator or equivalent preferred. Must possess the ability to supervise personnel; to take initiative, resolve problems and communicate effectively. Candidate may also be required to possess a valid Illinois class "D" driver's license and current CPR certification.

IMMEDIATE SUPERVISOR

The Superintendent of Recreation is responsible to the Executive Director.

DUTIES AND RESPONSIBILITIES

1. Understand Park District finance and maintenance; apply and interpret knowledge in practical situations related to programming and facility operations.
2. Remain abreast of recreation trends, community interests and needs, develop and implement programming which is timely, relevant and responsive to needs.
3. Work cooperatively with representatives of community, public, private groups and organizations to provide best possible image of the Park District reinforcing public respect and appreciation of the Park District, its facilities and the quality of its recreation programs.
4. Prepare Departmental budget and work with Superintendent of Finance and Administration to maintain department operations within existing budgetary limitations.
5. Oversee the scheduling of facilities and work with Superintendent of Facilities regarding agency spaces and equipment; recommend and substantiate equipment and capital improvement needs for the Recreation Department.
6. Oversee Community Center Desk operation ensuring operational excellence, through effective internal communication, supervision, and training.
7. Manage Community Center membership sales, membership experience, and facility promotions.

8. Provide and oversee Business Membership program for local businesses.
9. Gain and maintain complete understanding of software systems INCODE and RecTrac.
10. Recruit, select, train, evaluate and supervise part-time and full-time Recreation Department personnel.
11. Provide leadership through technical assistance and professional guidance to subordinate staff.
12. Develop goals and objectives for programs and individuals in accordance with overall Park District goals recommending changes and initiatives when necessary.
13. Evaluate Recreation Department programs and services; research resources, study trends, and confer with community organizations, agencies, interest groups, and the general public regarding interest and need; determine areas in need of attention or development, define options and implement action for resolution and results.
14. Act as a liaison when necessary with School District, City, Chamber, Library, Hospital and other agencies and groups to strengthen relationships and better coordinate services and programming.
15. Work closely with Marketing Department to effectively promote Park District programs and facilities, making presentations and speaking before groups when necessary.
16. Assist in the planning and organization of all special events.
17. Assist in the development of copy for publications and the Park District Activity Guide.
18. Develop curriculum and conduct training sessions and staff meetings to review progress and develop new ideas for recreation services; assist in representing the interest of the Recreation Department at other departmental meetings.
19. Attend all Regular Board Meetings of the Park District.
20. Prepare and submit records and reports of the Recreation Department operations and activities.
21. Assist the Park District organization in the development and implementation of Goals, Master Plans and major District projects.
22. Directly oversee all Day Camp operations and hires the Day Camp Manager, Day Camp Assistant Manager and Counselors.
23. Directly oversee and coordinate specific Athletic and Youth programs.
24. Directly oversees all contracts and programs offered by Independent Contractors.
25. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings.
5. Corrects unsafe conditions and/or reports them to supervisor.
6. Addresses unsafe employee behaviors by approaching, correcting and coaching.
7. Enforces safety disciplinary policies and procedures.
8. Provides safety orientation for all new employees that include job instruction, safety and ergonomic training.
9. Holds employees accountable for promptly reporting work-related or patron injuries or property damage.
10. Completes accident/incident report forms and promptly forwards them to the agency claims contact.
11. Provides information and resources needed for PDRMA Loss Control Program.

12. Attending meetings and contributing ideas and suggestions for improvements. Committee members are required to attend committee meetings. Frequent absences from meeting will result in disciplinary action and be reflected in annual performance appraisals.
13. Reporting any unsafe acts or conditions that could lead to loss of life, injury or damage to District property.
14. Participating in the scheduled inspections of District sites and facilities and providing recommendations to the Committee.
15. Inducing others to work safely while setting examples of safe performance.
16. Investigation follow-up log suggestions with the appropriate staff, and reporting to the Committee the results.

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS

The Superintendent of Recreation may feel stress from being held responsible for the Recreation programs and services of the Park District.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – occasionally | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at all park district locations. Frequent exposure to natural and potentially extreme weather conditions while supervising employees or attending to job related activities. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures.

The schedule is generally Monday through Friday days, with occasional evening and weekend hours as necessary to produce exceptional results. It is essential to be regularly available during standard business hours to meet with staff, vendors and other businesses and government agencies.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS

The Superintendent of Recreation must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The Superintendent of Recreation must work with minimal guidance or supervision; be able to give and receive directions and perform work activities as described; show interest and willingness to learn and be perceptive and analytical.

The following traits will be required: firmness combined with flexibility (presents and defends a position in a strong, dynamic manner yet adapts behavior to new situations as conditions or circumstances demand); detail mindedness (accesses all details attendant to a project or situation); decisiveness (makes decisions when required or takes action when appropriate); foresight/anticipation of problems (look beyond the initial circumstances to analyze future situations); motivation (sets challenging but attainable goals and is committed to a high level of achievement); professional growth/initiative (must have determination, self-discipline and willingness to attend seminars, workshops or other educational offerings to provide for professional growth and knowledge of new or improved technology, equipment, methods or materials).



Job Description

Swim Lesson Assistant

SUMMARY

The Swim Lesson Assistant is responsible for providing leadership assistance in the pool for participants of all ages. The Water Safety Assistant is responsible for performing the duties as outlined in this analysis. They assist the Water Safety Instructor with a minimum of 4 to a maximum of 15 participants. Work is performed at a self-controlled pace but may vary depending on the demands of the job required.

The Swim Lesson Assistant is a part-time employee working from 2 to 15 hours a week.

QUALIFICATIONS

The Swim Lesson Assistant must be at least 15 years of age and must have completed training through the Geneseo Park District swim lesson program. They must have the Starguard Lifeguard Training Certificate. They must have or be able to successfully complete CPR and first aid certification. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Swim Lesson Assistant is responsible to the Park District Aquatic Manager.

DUTIES AND RESPONSIBILITIES

1. Interact with patrons, including but not limited to assisting with attendance records.
2. Assist in the organization and preparation of class content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in class.
5. Follow safety procedures at all times.
6. Use teaching aids and equipment in the water.
7. Assist in the control of class, practice self-control and be fair to all participants.
8. Add variety to class, use different approaches for skills.
9. Assist with emergency procedures and evacuation.
10. Retrieve and put away all equipment.
11. Maintain a current understanding of swimming skills and requirements.
12. Perform all job tasks within the rules and guidelines of the District's safety program.
13. Enter time worked in INCODE Time Entry at the end of each shift.
14. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.

2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Swim Lesson Assistant must resolve differences and problems that arise with patrons. The Swim Lesson Assistant is responsible for safe and well organized swim area. The Swim Lesson Assistant may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at park district outdoor pool. Frequent exposure to natural and potentially extreme weather conditions while attending to job related activities. May be exposed to pool chemicals and pool area floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. May work in a climate of 86 degrees Fahrenheit and high humidity. May need to respond quickly and accurately.

The Swim Lesson Assistant is a part time employee working from 2 to 30 hours a week. Work shifts are variable with an average of 3 ½ hours a day. They may be as long as 11 hours, but there are extended breaks within this period. The Water Safety Assistant can be hired either seasonally, which means from Memorial Day through Labor Day, or for the full year.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Swim Lesson Assistant must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a

team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Swim Lesson Instructor

SUMMARY

The Swim Lesson Instructor is responsible for providing leadership in the pool for participants of all ages. The Swim Lesson Instructor is responsible for performing the duties as outlined in this analysis. They have a minimum of 4 to a maximum of 15 participants. Work is performed at a self-controlled pace but may vary depending on the demands of the job required.

The Swim Lesson Instructor is a part-time employee working from 2 to 15 hours a week.

QUALIFICATIONS

The Swim Lesson Instructor must be at least 16 years of age and must have completed training through the Geneseo Park District Swim Lesson Program. They must have the Starguard Lifeguard Training Certificate, or the equivalent. They must have or be able to successfully complete CPR and first aid certification. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Swim Lesson Instructor is responsible to the Park District Aquatic Manager and/or the Aquatic Center Assistant Manager.

DUTIES AND RESPONSIBILITIES

1. Interacting with patrons, including but not limited to attendance records.
2. Prepare and organize class content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in class.
5. Follow safety procedures at all times.
6. Use teaching aids and equipment in the water.
7. Keep control of class, practice self-control and be fair to all participants.
8. Add variety to class, use different approaches for skills.
9. Assist with emergency procedures and evacuation.
10. Retrieve and put away all equipment.
11. Maintain a current understanding of swimming skills and requirements.
12. Perform all job tasks within the rules and guidelines of the District's safety program.
13. Enter time worked in INCODE Time Entry at the end of each shift.
14. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.

2. Acts quickly and calmly in emergency situations.
3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Swim Lesson Instructor must resolve differences and problems that arise with patrons. The Water Safety Instructor is responsible for safe and well organized swim area. The Water Safety Instructor may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at park district outdoor pool. Frequent exposure to natural and potentially extreme weather conditions while attending to job related activities. May be exposed to pool chemicals and pool area floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. May work in a climate of 86 degrees Fahrenheit and high humidity. May need to respond quickly and accurately.

The Swim Lesson Instructor is a part time employee working from 2 to 30 hours a week. Work shifts are variable with an average of 3 ½ hours a day. They may be as long as 11 hours, but there are extended breaks within this period. The Swim Lesson Instructor can be hired either seasonally, which means from Memorial Day through Labor Day, or for the full year.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Swim Lesson Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a

team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.



Job Description

Water Fitness Lead Instructor

SUMMARY

The Water Fitness Lead Instructor is responsible for providing leadership in the pool for participants of all ages. The Water Fitness Lead Instructor is responsible for performing the duties as outlined in this analysis. They have a minimum of 6 to a maximum of 20 participants. Work is performed at a self-controlled pace but may vary depending on the demands of the job required. The Water Fitness Lead Instructor is a part time employee working under 20 hours a week.

QUALIFICATIONS

The Water Fitness Lead Instructor must be at least 18 years of age and recommended that they possess an AEA Water Fitness Lead Instructor Certification. They must have the Starguard Lifeguard Training Certificate, or the equivalent. They must have or be able to successfully complete CPR and first aid certification. Candidate may also be required to possess a valid Illinois class "D" driver's license.

IMMEDIATE SUPERVISOR

The Water Fitness Lead Instructor is responsible to the Recreation/Aquatics Supervisor.

DUTIES AND RESPONSIBILITIES

1. Interacting with patrons, including but not limited to attendance records.
2. Prepare and organize class content.
3. Provide for individual differences.
4. Motivate and convey enthusiasm in class.
5. Follow safety procedures at all times.
6. Use teaching aids and equipment.
7. Keep control of class, practice self-control and be fair to all participants.
8. Add variety to class, use different approaches for skills.
9. Assist with emergency procedures and evacuation.
10. Retrieve and return all equipment.
11. Maintain a current understanding of swimming skills and requirements.
12. Perform all job tasks within the rules and guidelines of the District's safety program.
13. Enter time worked in INCODE Time Entry at the end of each shift.
14. Additional duties as assigned by supervisor.

SAFETY RESPONSIBILITIES:

1. Maintains a working knowledge of all general and departmental-specific safety rules.
2. Acts quickly and calmly in emergency situations.

3. Uses material handling equipment or staff assistance when lifting and or moving objects 50 pounds or heavier.
4. Attends required safety program and in-service education meetings
5. Reports any work-related or patron injuries to supervisor promptly.
6. Corrects unsafe conditions and/or reports them to supervisor

The employee will use their best judgment where safety issues are concerned and will comply with loss prevention, safety, and all other policies as stated in the Geneseo Park Districts Personnel Policy Manual.

PSYCHOLOGICAL CONSIDERATIONS:

The Water Fitness Lead Instructor must resolve differences and problems that arise with patrons. The Water Fitness Lead Instructor is responsible for safe and well organized swim area. The Water Fitness Lead Instructor may also have to work under stressful situations when first aid and/or CPR is required.

PHYSICAL DEMANDS AND WORKING CONDITIONS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and tasks of the job. Reasonable accommodation may be made to enable individuals with disabilities to perform the duties and tasks of the job.

| | | |
|------------------------------|-------------------------|-------------------------|
| Sitting – frequently | Walking – frequently | Standing - occasionally |
| Lifting – light, 0 – 25 lbs. | Stooping – occasionally | Reaching – occasionally |
| Climbing – occasionally | Kneeling – occasionally | Driving – occasionally |

Work area is both indoors, in a smoke-free environment with controlled temperature and fluorescent lighting and outdoors at park district outdoor pool. Frequent exposure to natural and potentially extreme weather conditions while attending to job related activities. May be exposed to pool chemicals and pool area floors may be slippery. Exposure to noise distractions from employees, patrons or equipment operation. Exposure to chronic or infectious disease while performing routine first aid or emergency procedures. May work in a climate of 86 degrees Fahrenheit and high humidity. May need to respond quickly and accurately.

The Water Fitness Lead Instructor is a part time employee working under 20 hours a week. Work shifts are variable with an average of 2 hours per day. The Water Fitness Lead Instructor can be hired either seasonally, which means from Memorial Day through Labor Day, or for the full year.

COGNITIVE CONSIDERATIONS AND REQUIRED TRAITS:

The Water Fitness Lead Instructor must exhibit good problem solving ability and good judgment in keeping with the mission of the Park District.

The following traits will be required: Ability to work harmoniously with fellow employees, patrons and community groups. Capacity to utilize effective time management skills and be able to work under the stress of multiple deadlines, requests from others and interruptions with accuracy. Ability to work in a team atmosphere and promote positive work relations. Ability to communicate effectively within various settings. Capacity to maintain self-control and composure in difficult situations.