

**Job Title: Aquatic Center Supervisor**Department: **Parks and Recreation**FLSA Status: **Non-Exempt**

JOB SUMMARY: The Aquatics Center Supervisor monitors recreational areas, such as pools and recreational water activities, and provides assistance and protection to participants.

ORGANIZATIONAL AND REPORTING RELATIONSHIPS: The Aquatic Center Supervisor will report directly to the Parks and Recreation Director, and will have a working relationship with the Senior Management, Department Directors, and City employees.

ESSENTIAL JOB FUNCTIONS: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions:

- Prepare, monitor, amend and maintain the aquatic centers budget, safety, and regulatory services.
- Oversees aquatic registration, fees, and records.
- Monitors concession vendor relationships, and accounts payable/receivable activities.
- Supervises assigned personnel including, but not limited to, planning and preparing work, interviewing, evaluating, instructing, disciplining, hiring and discharging employees.
- Maintain equipment, supplies, and materials for a safe operation of facilities.
- Coordinates lifeguards and certification process in compliance with local, state, and federal guidelines.

OTHER DUTIES: Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the team member for this job. Duties, responsibilities and activities may change at any time with or without notice.

JOB REQUIREMENTS:

- Bachelor's Degree in Parks and Recreation or related field.
- Minimum of three years of combined experience in a supervisory or management role.
- CPR/LG certification.
- CPO certification/LGI/WSI within six months of hire.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Public Safety and Security — Knowledge of relevant equipment, policies, procedures, and strategies to promote effective local, state, or national security operations for the protection of people, data, property, and institutions.
- Education and Training — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.
- Medicine and Dentistry — Knowledge of the information and techniques needed to diagnose and treat human injuries, diseases, and deformities. This includes symptoms, treatment alternatives, and preventive health-care measures.

ENVIRONMENTAL AND PHYSICAL ACTIVITY REQUIREMENTS: The daily responsibilities of this position constantly require effective talking, hearing, walking and sitting functions. The position also often requires reaching, lifting (up to 50 pounds). Frequent standing and repetitive motion activities are also required. Proficient swimming in various depths, able to hold breathe for long periods, and drag materials (up to 50 pounds). Must be able to read print and computer based materials and to do so with consistent accuracy. Most of these functions require light physical exertion and are conducted both inside and outside with various degrees of temperatures and weather conditions.

INTELLECTUAL/MENTAL REQUIREMENTS: The occupant of this position must be able to perform the responsibilities of the position well under pressure. The position requires adaptability to performing a variety of duties, often changing from one task to another without loss of efficiency or composure. This position requires the ability to manage a number of projects at one time, and may be interrupted frequently to meet the needs and requests of others. It also requires adaptability to fluctuate between priorities on a daily basis while being responsive to needs as they arise.

DISCLAIMER: All duties and requirements in this job description have been determined by the employer to be essential job functions consistent with ADA requirements and are representative of the functions that are necessary to successful job performance. They do not, however, reflect the only duties required. Employees in this job class will be expected to perform other job-related duties when it can be reasonably implied that such duties do not fundamentally change the basic requirements, purpose or intent of the position.

ACKNOWLEDGMENT: Employee signature below constitutes employee's understanding of the essential duties, responsibilities and requirements of the job.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____