



CITY OF DES PERES JOB DESCRIPTION

Job Title: Aquatics Supervisor
Department: Parks and Recreation
Reports to: Parks & Recreation Manager – Recreation Programming
Salary Range: \$59,723 to \$76,256
Submit Resume to: Kim Johnson via KJohnson@desperesmo.org

Summary

Responsible for planning, designing, implementing and supervising recreational programs and special events in the Aquatics area. Duties include developing, implementing and evaluating programs and activities, supervising Aquatic staff and their activities. Assists Parks and Recreation Manager in other departmental functions. Additional responsibilities include, supervision of pool support staff, lifeguards and instructors, pool rentals, training, and pool operations and mechanical systems.

Essential Duties and Responsibilities include the following. However, other duties may be assigned. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Plans and implements recreational programs, activities, and special events in Aquatics. Designs new recreational programs and revises existing activities as needed. Prepares program budget with projected expenditures and revenues.
- Responsible for all chemical and mechanical aquatics systems. A thorough understanding of principles relating to maintaining appropriate chemical standards and readings of the aquatic centers.
- Daily supervision of facility activities includes the following: answers phones, responds to questions and provides information, resolves discrepancies, issues equipment, provides technical assistance to the public and community organizations, arranges meeting rooms and sets up equipment for programs, enforces regulations and rules to prevent disruptions, prepares quarterly statistical reports documenting activities.
- Responsible for the supervision of Lifeguards, Head Lifeguards and Aquatic Instructors. Serves as a role model to subordinates and effectively hires, trains, coaches, disciplines and develops subordinates. Achieves desired results through effective leadership and appropriate influence, and adheres to established policies and procedures.
- Responsible for developing and monitoring aquatic section of the department budget.
- Evaluates staff on a yearly basis.
- Prepares material for the brochure.
- Prepares and markets schedules of activities, programs and events.
- Conducts program evaluations to determine effectiveness and relevance of current programs.
- Receives and accounts for program fees
- Registers participants and schedules rentals.
- Implements accommodations to meet the special needs of various groups and assists community organizations in planning and organizing programs and events.
- Conducts needs assessments to determine current needs and future programs.
- Attends meetings as requested. Assists with programs and special events.
- Prepare timesheets.
- Performs related work as required.

Supervisory Duties

Supervises Lifeguards, Head Lifeguards and Aquatic Instructors in accordance with organizational policies and applicable laws.

Education and Experience Required

Bachelor's degree in Parks, Recreation, Physical Education, Tourism or other related field, plus two to three years of related work experience or other equivalent combination of education and experience. Certified in American Red Cross Lifeguard Training Instructor, Water Safety Instructor, First Aid, and CPR for the Professional Rescuer; or passage of certification within three months of hiring. Must be AFO/CPO certified. Certified Parks & Recreation Professional preferred.

Knowledge, Skills, and Abilities

- Knowledge and comprehension of community recreation and park programs including accepted standards, principles, concepts and related legislative mandates.
- Computer programs such as Microsoft Word, Excel, and Outlook; and Desktop Publishing programs.
- Apply recreational and developmental learning concepts to the design and implementation of programs and instruction.
- Conduct and interpret program evaluations and needs assessment.
- Instruct and guide learning for youth and adult populations including those with special needs.
- Create new and interesting learning and recreational programs based on needs.
- Demonstrate effective interpersonal skills in working with a diverse population.
- Work days, evenings, weekends, and some holidays as the supervisor on duty of the facility.
- Keep up to date with new trends in the field of Aquatics.

Language and Mathematical Skills

Ability to read and comprehend simple instructions, short correspondences and memos. Ability to write simple correspondence. Ability to read and interpret documents such as safety rules, operating instructions, and procedure manuals. Ability to speak effectively before groups of diverse people. Ability to add, subtract, multiply and divide using whole numbers, common fractions and decimals. Ability to compute rate, ratios and percent.

Mental and Physical Demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to meet these demands. Ability to solve practical problems and deal with a variety of variables in situations where only limited standardization exists. Ability to interpret a variety of instructions in several formats and deal with abstract variables. Regularly required to stand, walk, reach with hands and arms, climb or balance, stoop, kneel, crouch or crawl. Must be able to see, speak and hear. Regularly required to lift and/or move up to 25 pounds and occasionally required to lift and/or move up to 50 pounds.

Work Environment

The indoor environment provides for a safe and healthy work environment and is smoke and drug-free. Occasionally, it may be wet and humid, as well as moderately loud. The outdoor work environment may result in exposure to extreme weather conditions such as heat, cold and humidity.

SUBMISSION REQUIREMENTS

Please email cover letter and resume to kjohnson@desperesmo.org.

This job description is intended to indicate the kinds of tasks and levels of difficulty that will be required of positions that are given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct, and control the work of employees under their supervision. The use of a particular expression or illustration describing those duties shall not be held to exclude other essential functions, responsibilities or duties not mentioned in this description that are of similar kind or level.