



# Aquatics/Recreation Supervisor Job Description

<b>Title:</b>	Aquatics/Recreation Supervisor
<b>Immediate Supervisor:</b>	Recreation Manager
<b>Department:</b>	Recreation
<b>FLSA Status:</b>	Full-Time; Exempt
<b>Work Hours:</b>	As Necessary to Satisfactorily Perform Duties
<b>Hiring Range:</b>	\$ 54,912.00 - \$76,876.00/yr.
<b>Benefits:</b>	Eligible for Health, Dental, Vision and Life Insurance, PTO, Illness/Injury Leave, Paid Holidays, Employee & Family Membership to Recreation Center, PERA Pension Retirement, Worker's Comp. & EAP (Employee Assistant Plan)

This job description is established by the Eastern Rio Blanco Metropolitan Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of Aquatics Supervisor. This position is “at will”, which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

## Position Summary:

The Aquatics/Recreation Supervisor's primary duty is the performance of non-manual work directly related to general operations of the District's primary facility, the Meeker Recreation Center, including the Aquatics and Recreation Divisions; and the supervision of community programs and events. The Aquatics/Recreation Supervisor customarily and regularly directs the work of multiple employees that provide operations support in aquatics and recreation divisions and regularly makes recommendations regarding the hiring, termination, advancement, promotion, and other change of status of employees under his/her supervision, which are given particular weight by the Recreation Manager.

## Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Aquatics/Recreation Supervisor and do not constitute an all-inclusive list.

1. Consistently promotes a positive, professional image of the District at all times;
2. Exercises discretion and independent judgment with respect to matters of significance, including but not limited to:
  - a. Supervises Aquatics and Recreation Division staff; determines work assignments and schedules/sub sheet approval, EWS requested time off and timesheet approval, provides

- training and work product oversight, meets one on one with staff weekly/biweekly, ensures pool zones are safe through surveillance checks; oversight of recreation and aquatic programming, corrects work deficiencies; evaluates overall performance and composes annual Performance Appraisals, issues counselings and corrective actions and makes recommendations regarding the hiring, termination, advancement, promotion, and other change of status of supervised employees;
- b. Coordinates with the Parks & Facilities Maintenance Supervisor to oversee non-mechanical functions in the Pump Room and Natatorium; ensures water chemistry balance, BECSys5 functions, UV filters, backwashing, Palin and Taylor testing, waterslide inspection coordination, deck/equipment safety issues and general troubleshooting;
  - c. Provides aquatics training and ensures skills are updated to maintain a safe environment; trains and onboard new lifeguards, develops agenda and implements monthly In-Service meetings, provides recertification training, Water Safety Instructor training, trains/certifies District staff in First Aid/CPR/AED, and demonstrates the ability to navigate Red Cross Learning Center;
  - d. Routinely reviews, and when applicable, develops recommendations for various Recreation Department Manuals/Processes; Aquatics Manual, Recreation Program Plan, Customer Service Guidelines, Volunteer Handbook, Recreation Department Policies and Procedures Manual, Marketing Matrix, Sponsorship Packet, Safety & Security Manual for Admin Building, and Model Aquatic Health Code review;
  - e. Coordinates with other supervisory staff to ensure smooth day to day operations of the Meeker Recreation Center and community programming; demonstrates positive internal and external customer service and acts as a primary contact to address technical or complex customer service situations or inquiries;
  - f. Assists the Recreation Manager in oversight of Cost Recovery; participates in quarterly ePAC meetings; performs or directs work to ensure successful development of the District's Line-Up; performs detailed Active Net back-end checks of program entries; researches recreation industry standards to propose changes in program fees or programs not meeting cost recovery goal ranges, and assists in the process in which District indirect costs are determined;
  - g. Completes administrative duties to ensure the efficacy and efficiency of daily operations within both divisions; submits M+ Requests, reviews Incident/Accident reports (staff and patrons), submits RFP's to Recreation Manager, creates monthly Recreation Analysis Report using Abila data, submits end of shift reports daily, creates the agenda and runs the Recreation Group meetings monthly; and to ensure the safety of the District, specifically with aquatics, participates on the Safety and Security team;
3. Assists the Recreation Manager with preparation and implementation of the District's budget; oversees day-to-day Recreation Department responsibilities including; direct inventory tracking, approval of program expenditure and budget tracking of program revenue and expenses;
  4. Demonstrates effective communication skills and analytical and problem-solving skills, provides appropriate feedback and recommendations to the Executive Director, management, other supervisors, staff, other agencies and the public regarding District strategic planning initiatives and the general operations of aquatics and community programming;
  5. Demonstrates comprehensive knowledge of, and compliance with, the District's rules, policies, and procedures, as contained in the District's handbooks and manuals, and consistently and appropriately enforces them;

6. Adheres to exempt status expectations; works required 40 hours per week, participates in weekend on-call/on site rotations with other exempt staff, is responsible for on-call duty during the week for the Recreation Department; as necessary, observes programs/events in a supervisory capacity, which includes evening/weekends, and required to work on an “as needed” basis;
7. Occasionally performs front line work or other duties and/or tasks as assigned by the Recreation Manager or Executive Director.

### **Mandatory Qualifications and Requirements:**

1. Must be at least 18 years of age;
2. Possess skills in the use of computer applications and programs;
3. Possess and maintain, or for new residents of the State, obtain within 30 days of becoming a resident of Colorado and maintain, a valid Colorado Driver’s License with good driving record;
4. Possess a high school diploma or GED;
5. Two (2) or more years’ experience in the specific department field. Other related experience that has provided the knowledge, skills and abilities necessary to perform satisfactorily the duties of the position may be considered, including proficient computer skills (excel, etc.) and knowledge of “Aquatics” field;
6. One (1) or more years’ supervisory experience. Other related experience that has provided the knowledge, skills and abilities necessary to perform satisfactorily the duties of the position may be considered;
7. Possess at the time of hire/promotion or, obtain within 6 months, as trainings are available, and maintain valid LGI certification, AFO certification, WSI certification and AED/CPR/ First Aid Instructor certification.
8. Ability to work flexible hours, including early mornings, evenings, and weekends, and to provide other departmental coverage as needed, could often exceed 40 hours per week;

### **Desired Qualifications and Requirements**

1. Ability to write, read, speak and understands the Spanish language;
2. Event planning;
3. Experience dealing with various populations (youth, active adults) and;
4. LGIT and WSIT Certifications;

### **Working Environment/ Physical Requirements**

This position requires work in a variety of locations and conditions, including outdoor recreational areas and facilities, gymnasiums, pools and typical office environments.

1. A portion of this position will involve sedentary work in an office environment; however, the Recreation Supervisor (General) may, on occasion, supervise and instruct indoor and outdoor recreational programs and related functions and events in various locations, and under varying conditions;

2. This position requires presence on the District's premises during normal business hours, except as necessary to meet the needs of off-site programs and events;
3. Must possess the ability to lift items up to thirty (30) pounds frequently and in excess of sixty (60) pounds occasionally;
4. Moderate physical activity under potentially adverse conditions will be required frequently;
5. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
6. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, reaching over head, reaching away from the body, and repetitive motion;
7. Will be required to work in all weather conditions;
8. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, water, electrical currents, and high places;
9. This position will involve periods of high physical, mental and/or emotional stress.