



Aquatics Program Supervisor (1561)

FLSA Status: Exempt

Pay Grade: 16

Safety-Sensitive: No

Purpose

The purpose of this classification is to develop and facilitate aquatic programming. Specific duties include supervising, hiring, training and scheduling staff and overseeing the daily operations of the waterpark and aquatic center to ensure quality of services and the safety of guests.

Primary Responsibility

Provides excellent service, pursues continuous improvement and exceeds expectations.

Typical Duties

Supervises regular and temporary aquatic staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; and establishes and promotes employee morale.

Develops and facilitates aquatic programming to meet the needs of the community: reviews program registration to adjust class size and schedule instructors; and uses program evaluations to adjust programs as needed.

Monitors operational monies and aquatics budget: ensures open balances are paid; confirms cash handling policies are being followed; completes staff payroll; orders aquatic supplies; and maintains inventory.

Maintains daily, monthly, and seasonal reports: compiles monthly program numbers; and maintains aquatic and accident reports and training logs.

Promotes and recruits for aquatic programs: works with marketing supervisor to create a marketing plan for the aquatic department; attends health and wellness fairs and job fairs; assists marketing supervisor with all print and website material to make sure content is current; attends school assemblies to give presentations on water safety information; and works with local businesses to speak to groups or post flyers to increase registration and promote programs.

Orders aquatic supplies and equipment including what is necessary for year-round programming, including summer lifeguard equipment and staff uniforms.

Collaborates with Department Manager to resolve any aquatic risk and safety concerns of the facility: and updates emergency action plan and policies and procedures manual.

Performs other related duties as required.

Minimum Qualifications

Bachelor Degree in Recreation, Marketing, or a related field; supplemented by one year of experience in recreation, aquatics programming, or a related field, including lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

Specific License or Certification Required: Must possess and maintain the following certifications: Lifeguard & Swim Instructor and Lifeguard & Swim Instructor Trainer.

Performance Aptitudes

Data Utilization: Requires the ability to evaluate, audit, deduce, and/or assess data using established criteria. Includes exercising discretion in determining actual or probable consequences and in referencing such evaluation to identify and select alternatives.

Human Interaction: Requires the ability to act as a first-line supervisor, including instructing, assigning and reviewing work, maintaining standards, coordinating activities, and evaluating employee job performance.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication, and division; the ability to calculate decimals and percentages; the ability to utilize principles of fractions; and the ability to interpret graphs.

Functional Reasoning: Requires the ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA Compliance

In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

Physical Ability: Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Essential functions are regularly performed without exposure to adverse environmental conditions.

DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.

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