

CONEJO RECREATION & PARK DISTRICT

Job Title: Recreation Supervisor Aquatics

Division: Recreation & Community Services

Summary:

Under general supervision, plans, organizes, directs, and supervises a comprehensive public aquatics program and provides highly responsible and technical leadership in the conduct of specialized aquatics programs, in accordance with District policies and procedures.

Essential Duties and Responsibilities:

- Plans, organizes, coordinates, and supervises the daily operations, general and preventive maintenance and varied programs of public community aquatics facilities for instructional, community and recreational swimming.
- Ensures that operations are in compliance with federal, state and local public pool regulations. Assists with sanitary control measures performing pool maintenance clean-up and pre measured chemical treatment as necessary in the absence of aquatic maintenance personnel.
- Coordinates and develops aquatic programs, classes and activities to meet the needs of the community. Markets and promotes programs and events. Evaluates the progress and effectiveness of each program.
- Assists with the development of annual budget. Administers and monitors assigned budget monies. Purchases equipment and supplies according to established procedures.
- Schedules, supervises, trains and evaluates subordinates and contract staff.
- Prepares and maintains a variety of records, reports and correspondence including staff certifications.
- Coordinates use of pools with swimming clubs, school teams and outside agencies. Communicates with coaches and various community agencies and organizations to provide information related to facility scheduling. Schedules and assigns work to assure proper coverage of events and community use.
- Administers first aid and responds to emergency situations as necessary.

Other Duties and Responsibilities:

- Drives to various sites to perform duties.
- Inspects activity areas and instructs aquatic or recreation programs.
- Issues and monitors facility permits and specialized certifications.
- Participates in special events planning.
- May be required to transport participants or materials.
- Performs other related duties as assigned.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. *

Education/Experience:

Bachelor's Degree with major emphasis in Recreation; four (4) years full time experience in aquatic programs and pool management, including supervisory and budgetary experience; or an equivalent combination of education and experience.

Language Ability:

Ability to read, analyze and interpret periodicals related to area of expertise, technical procedures, or government regulations. Ability to write reports, correspondence, procedure manuals or articles. Ability to effectively communicate, present information in oral and

written form, and respond to questions from managers and the general public.

Math Ability:

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to develop and monitor budgets. Ability to compile and interpret statistical information.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written or oral form.

Certificates and Licenses:

California Driver's License; American Red Cross First Aid; CPR for the Professional Rescuer; Lifeguard and Water Safety Instructor required; Instructor/Trainer Certification in Lifeguard and Water Safety is highly desirable; Certified Pool Operator and or Aquatic Facility Operator; California Aquatics Management School Certification highly desirable. All positions working with children under 18 require finger print clearance.

Supervisory Responsibilities:

Directly supervises several employees including subordinate supervisory staff. Is responsible for the overall direction, coordination, and evaluation of Aquatics Unit. Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. *

While performing the duties of this job the employee is occasionally exposed to outdoor weather conditions. If assigned to the Sports/Aquatics or Therapeutics Unit, the employee is regularly exposed to wet or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; and risk of electrical shock. The noise level in the environment is moderate to loud.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. *

While performing the duties of this job the employee is regularly required to talk or hear. The employee is frequently required to sit; use hands to finger, handle, or feel. The employee is occasionally required to stand; walk; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl. The employee is frequently required to lift up to 50 pounds and occasionally up to 100 pounds. Lifting requirements may vary according to assigned Unit. The vision requirements include ability to adjust focus and close vision.

*Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Title: Rec. Supervisor Aquatics
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Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned them by their supervisors or by law.