

**Job Title:** *Aquatics Program Supervisor*  
**Department:** Parks & Recreation  
**Pay Grade:** 11 (\$44,631.60 - \$58,021.18)  
**FLSA Status:** Non-Exempt

### **JOB SUMMARY**

Under general supervision, plans, promotes, implements, coordinates and supervises the daily activities of a variety of aquatic programs, including but not limited to public swim, special events, adult fitness, water aerobics, swim lessons, lifeguard training, Red Cross certification, junior lifeguards, and facility usage; supervises the work of aquatics program staff; schedules a variety of aquatic programs; and performs other work as assigned.

### **ESSENTIAL JOB FUNCTIONS**

- Plans, coordinates and implements the daily activities of aquatics programs, including but not limited to public swim, special events, adult fitness, water aerobics, swim lessons, lifeguard training, Red Cross certification, water polo, junior lifeguards and facility usage.
- Ensures daily pool operating procedures are followed.
- Works with other city departments on various issues.
- Selects, schedules, motivates, evaluates and trains program staff and volunteers.
- Develops schedules of activities for assigned programs.
- Recommends policies and procedures for assigned programs.
- Evaluates existing and proposed programs, costs and facilities and makes recommendations for improvement, continued use and/or inclusion in aquatic services.
- Develops and monitors assigned program and facility budgets.
- Prepares brochures, flyers, advertising and other promotional materials for the aquatic programs, special events and facilities.
- Coordinates and supervises special events, including scheduling facility use, processing payments for supplies and admission, and preparing and distributing publicity materials.
- Answers questions and explains aquatics programs and services to the public.
- Responds to complaints not limited to programs, fees, and refund policies.
- Gathers information and prepares reports as directed.
- Attends meetings and conferences.
- Substitutes for subordinate staff as needed.
- Performs other duties as assigned.

## **MINIMUM EDUCATION AND EXPERIENCE**

Any combination of training and experience that would provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be: Completion of a bachelor's degree with major coursework in recreation or related field and one year of experience coordinating or supervising aquatic programs and activities OR Three years of experience coordinating or supervising aquatics and/or recreation program activities or special events, at least one year of which must be in aquatics. Possession of or ability to readily obtain a valid Driver's License issued by the State of Oklahoma for the type of vehicle or equipment operated.

## **KNOWLEDGE, SKILLS AND ABILITIES**

- The practices and techniques of developing, organizing and supervising aquatics activities and programs.
- Safety and emergency procedures and first aid.
- The methods and techniques of publicity and promotion.
- The principles and practices of supervising and training.
- Basic understanding of municipal budgeting.
- Communication skills and techniques.
- Specific program assignment (may be required).
- Plan, organize, implement, and evaluate a variety of aquatic programs and special events.
- Plan, assign, direct, train, motivate and evaluate the work of subordinate staff.
- Establish and maintain effective relationships with those contacted in the course of work.
- Recommend, interpret, explain and enforce program policies and procedures.
- Communicate effectively both orally and in writing.
- Prepare reports and correspondence.
- Analyze and prepare contracts and budgets.
- Ability to input and access information on a computer.
- Travel to and perform duties at a variety of outdoor and indoor recreation sites.
- Knowledge of Tulsa City-County Health Department and ADA regulations.
- Lift 50 pounds.

## **REQUIRED CERTIFICATION AND LICENSES**

- Possession of a valid American Red Cross (ARC) Lifeguard Certificate.
- Possession of valid ARC Lifeguard Instructor Certificate.
- Possession of a valid ARC Water Safety Instructor Certificate.

## **POST-EMPLOYMENT CERTIFICATIONS REQUIRED WITHIN SIX MONTHS OF HIRE**

1. A Certified Pool Operator (CPO) Certification **OR** Aquatic Facility Operator (AFO)

Certification issued by the National Recreation & Parks Association.

## **PHYSICAL REQUIREMENTS**

Tasks involve the ability to exert moderate physical effort in medium work, typically involving some combination of balancing, crouching, feeling, handling, hearing, kneeling, mental acuity, reaching, repetitive motion, speaking, standing, talking, visual acuity, walking and which involves some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (up to 50 pounds).