



CITY OF SAPULPA

Aquatics Supervisor – Park and Recreation FLSA: Hourly

Summary

Under direction, develops, implements, monitors, evaluates, and supervises the operations of assigned aquatics program(s) and facility areas. Areas of responsibility include leading aquatics programs, overseeing aquatics facilities, evaluating program curricula, and managing aquatics safety and maintenance activities. Hires, trains, evaluates, and supervises staff; initiates new community-based programs, special events and activities; and performs related work as required.

Essential Functions

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so that qualified employees can perform the essential functions of the job.

- Develops, implements, monitors, evaluates, and supervises the operations of aquatics program areas.
- Oversees and supervises the activities of subordinate staff and volunteers; selects, assigns, trains, directs, schedules, and monitors staff duties; evaluates employee performance and initiates disciplinary actions when needed.
- Responsible for the appropriate training of employees in assigned areas of responsibility; plans and conducts in-service training programs; monitors status of required licenses and certifications; structures the evaluation and professional development of program staff to ensure a high performing team.
- Conducts research to identify programs of value and interest to the community; evaluates program effectiveness and viability; makes recommendations on new aquatics programs, or modifications of existing programs, to meet community needs.
- Serves as a liaison and resource for community agencies and other organizations; performs community outreach to promote aquatics programs.
- Serves as City representative with external organizations; attends and/or speaks at meetings, community and professional functions, and conferences as assigned.
- Prepares marketing materials, such as course descriptions, program brochures, newsletters, and announcements; uses social media and other forums to maximize community outreach and participation.
- Develops, implements, and recommends effective maintenance and safety programs, procedures, and guidelines; conducts periodic inspections, and ensures aquatics facilities are properly maintained for optimal safety.
- Prepares and manages program budget; projects revenue and expenditures; monitors and tracks expenditures and fees collected; monitors inventory, and purchases authorized supplies and equipment.
- Identifies grant opportunities; develops and prepares grant proposals.
- Manages fee collection, accounting activities, and program registration in assigned areas; reviews records and files to ensure proper accounting and documentation consistent with City policies and procedures.
- Works collaboratively with other park and recreation departments and organizations.;
- Maintains records on program activities, attendance, and other pertinent information; prepares a variety of operational and business reports, and associated correspondence.
- Plan and develop special events as needed.
- Performs other duties as assigned.

Competencies

1. Technical Capacity
2. Thoroughness
3. Collaboration Skills
4. Communication Proficiency

Supervisory Responsibility

This position has supervisory responsibilities over pool personnel.

Work Environment

This is a field position which the employee is exposed to extreme temperatures, wet surfaces, pool treatment chemicals and sun.

Physical Demands

This position requires mowing, weed eating, bathroom or other park facility repairs. Lifting up to 50 pounds is required

Position Type and Expected Hours of Work

This is a full-time position. Normal days and hours of work are Monday through Friday, 8:00a to 5:00p This schedule will vary during pool operations.

Travel

Limited travel is expected for this position.

Required Education and Experience

1. Recreational related degree and/or equivalent experience or ability to perform the essential functions of the job.
2. One year previous pool experience.

Preferred Education and Experience

1. Three years aquatic experience.
2. Recreational related degree
3. Previous supervisory experience.
4. Aquatics Facility Operators or Certified Pool Operators Certification

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.