

## **AQUATICS PROGRAM SUPERVISOR**

### **Job Summary:**

Under direction, plans, develops, promotes and coordinates diversified recreational aquatics programs; recruits, trains, oversees and evaluates staff including part time, seasonal and hourly.

### **Essential Duties and Responsibilities:**

(These functions are representative and may not be present in all positions in the class. Management reserves the right to add, modify, change or rescind related duties and work assignments.)

1. Plans, develops, promotes and coordinates a variety of recreational activities for the aquatics program.
2. Assesses the needs of program participants and designs and develops recreational programs and activities to meet these needs.
3. Recruits, trains, schedules, supervises and evaluates part time and seasonal staff, and volunteers.
4. Organizes and conducts staff training and certification classes.
5. Plans, develops, schedules and evaluates aquatic classes, special events and activities.
6. Assists in aquatics program budget preparation and monitors budget expenditures as needed; maintains budget records including payroll and self sustaining accounts.
7. Plans, develops and reviews materials for the promotion of aquatics activities for the aquatics program; performs a variety of public relations activities to inform the public of recreational program activities and events which foster community support.
8. Meets with parents and program participants to discuss participant behavior, customer service issues, or special circumstances as needed.
9. Plans, schedules and provides program registrations and orientations.
10. Communicates and enforces established rules and regulations governing safe use of pools.
11. Teaches aquatic lessons and activities, performs lifeguarding duties as necessary.
12. Tests pool water for correct chemical balance and treats with chemicals as required by State and local health departments; maintains filtration and chlorination plant and coordinates pool maintenance.
13. Develops and implements cash-handling and registration procedures, including use of registration software.
14. Collects cash and other forms of payment from pool facilities and submits to City Treasurer's Office; responsible for tracking the aquatics programs' revenue.
15. Performs related duties as required.

### **Qualification Guidelines:**

A typical way to obtain the requisite qualifications to perform the duties of this class is:

### **Education and/or Experience:**

Associate of Arts degree and three (3) years of full-time, paid experience in aquatics including one (1) year in a lead or supervisory capacity. Experience and/or education in a related field may be substituted on a year for year basis.

### **Knowledge of:**

- Laws and regulations regarding pool standards.
- Program organization and development techniques.

- Special needs and limitations of the aquatic program participants.
- Principles, techniques, supplies and equipment of aquatic activities.
- Group dynamics and techniques for working effectively with groups.
- First Aid, CPR, lifeguarding, water safety instruction and related safety and training requirements.
- Aquatic facility operation and maintenance requirements.
- City organization, operations, policies and objectives.
- General record keeping techniques.
- Supervision and training principles.

**Skill and Ability to:**

- Plan, develop, promote and coordinate a variety of activities for the aquatics program.
- Organize and coordinate classes and special events for the aquatic program users.
- Work with the general public and community agencies regarding the aquatics program.
- Maintain accurate and balanced accounting of revenue collection.
- Effectively communicate orally and in writing.
- Read, interpret, apply and explain codes, rules, regulations, policies and procedures.
- Maintain accurate records and prepare clear and concise reports.
- Establish and maintain effective working relationships with others.
- Identify and analyze problems and take effective corrective action.
- Recruit, train, schedule, supervise and evaluate staff.
- Swim and perform the duties of a lifeguard when necessary.

**License and Certificates:**

Possession of a valid American Red Cross Water Safety Instructor's certificate, a valid American Red Cross Lifeguard Training and Standard First Aid certificate, a valid American Red Cross Cardiopulmonary Resuscitation for the Professional Rescuer certificate and a valid American Red Cross Title 22 certification; possession of a valid California class C driver's license. Employees in this classification will be enrolled in the Department of Motor Vehicles (DMV) Government Employer Pull Notice Program which confirms possession of a valid driver's license and reflects driving record.

**Physical Requirements and Working Conditions:**

Employee accommodations for physical or mental disabilities will be considered on a case-by-case basis. Positions in this class normally:

- Require the mobility to stand, stoop, reach and bend.
- Require mobility of arms to reach and dexterity of hands to grasp and manipulate small objects.
- Require the ability to stand for long periods.
- Perform lifting, pushing and/or pulling of objects which do not exceed 50 pounds and is an infrequent aspect of the job.
- May be required to work around water and with harsh and toxic substances.
- May be required to work around loud noise, moving mechanical parts and/or around electrical current.
- May be required to use city and/or personal vehicle in the course of employment.
- May be required to work evenings and/or weekends.