



Recreation Supervisor (Aquatics) Job Description

Title:	Recreation Supervisor (Aquatics)
Immediate Supervisor:	Recreation Manager
Department:	Recreation
FLSA Status:	Full-Time; Exempt
Work Hours:	As Necessary to Satisfactorily Perform Duties
Hiring Range:	\$ 52,632.21 - \$ 71,097.99/yr.

This job description is established by the Eastern Rio Blanco Metropolitan Recreation & Park District (District) to outline the basic requirements, duties and general responsibilities of the position of Recreation Supervisor (Aquatics). This position is “at will”, which means the District may terminate the employment relationship at any time and for any or no reason, subject only to the requirements of Federal and State law. Similarly, the employee may terminate the employment relationship without notice at any time for any or no reason.

Position Summary:

The Recreation Supervisor's (Aquatics) primary duty is the performance of non-manual office work directly related to the management and general business operations of the District. The Recreation Supervisor (Aquatics) customarily and regularly directs the work of two or more other employees in the effective and efficient development of aquatic programs offered by the District. The Recreation Supervisor (Aquatics) regularly makes suggestions/recommendations regarding the hiring, firing, advancement, promotion, and other change of status of employees under his/her supervision, which are given particular weight by the Recreation Manager.

Primary Duties and Responsibilities:

The following duties are an overview of the primary duties and responsibilities of the Recreation Supervisor (Aquatics) and do not constitute an all-inclusive list.

1. Exercises discretion and independent judgment with respect to matters of significance, including but not limited to:
 - (a) Supervises Aquatics Division staff, including but not limited to, determining workloads and schedules, implementing and interpreting policies and procedures, evaluating performance, issuing performance counseling and perform disciplinary measures with the Recreation Manager’s input, making suggestions/recommendations regarding the hiring, firing, advancement, promotion, and other change of status of employees;

- (b) Implement key projects related to operations, safety and budget, as directed by the Recreation Manager;
 - (c) Delegating work assignments, providing work product oversight and correcting work deficiencies;
 - (d) Addressing a variety of customer service related situations;
 - (e) Oversight of the developing, planning, organizing, implementing and evaluation of Aquatics programs;
2. Demonstrates analytical and problem solving skills, including the ability to collect, integrate, analyze, and use data and information, and compare and evaluate possible actions or courses of conduct based upon such analysis;
 3. Assists the Recreation Manager with the development and management of department budgets;
 4. Tracks department expenditures and related inventory, implements purchasing procedures, directs other staff concerning the appropriate use of supplies and equipment, and reports to the Recreation Manager as required;
 5. Coordinates with other District departments and other organizations, agencies, and vendors as necessary;
 6. Serve on various District committee as directed by Recreation Manager;
 7. Consistently demonstrates positive, effective communication skills and interactions with the District Board, Executive Director, supervisors, employees and volunteers, other agencies and organizations, and the public;
 8. Demonstrating initiative that supports the District's vision, mission, and core value statements, and Strategic Action Plan;
 9. Demonstrating comprehensive knowledge of, and compliance with, the District's rules, policies, and procedures, as contained in the District's handbooks and manuals, and consistently and appropriately enforces them; and
 10. Performs other duties and/or tasks assigned by the Recreation and Programs Manager, Executive Director, or Board from time to time.

Mandatory Qualifications and Requirements:

1. Must be at least 18 years of age;
2. Possess skills in the use of computer applications and programs;
3. Possess and maintain, or for new residents of the State, obtain within 30 days of becoming a resident of Colorado and maintain, a valid Colorado Driver's License with good driving record;
4. Possess a high school diploma or GED;
5. Two (2) or more years' experience in the specific department field. Other related experience that has provided the knowledge, skills and abilities necessary to perform satisfactorily the duties of the position may be considered, including proficient computer skills (excel, etc.) and knowledge of "Aquatics" field;
6. One (1) or more year's supervisory experience. Other related experience that has provided the knowledge, skills and abilities necessary to perform satisfactorily the duties of the position may be considered;
7. Possess at the time of hire/promotion or, obtain within 90 days and maintain valid LGI certification, WSI certification, AED, adult & child CPR and First Aid certifications and Lifeguard certification;

8. Ability to work flexible hours, including early mornings, evenings, and weekends, and to provide other departmental coverage as needed, could often exceed 40 hours per week;

Desired Qualifications and Requirements

1. Ability to write, read, speak and understands the Spanish language;
2. Event planning;
3. Experience dealing with various populations (youth, active adults) and;
4. LGIT and WSIT Certifications.

Working Environment/ Physical Requirements

This position requires work in a variety of locations and conditions, including outdoor recreational areas and facilities, gymnasiums, pools and typical office environments.

1. A portion of this position will involve sedentary work in an office environment; however, the Recreation Supervisor (General) may, on occasion, supervise and instruct indoor and outdoor recreational programs and related functions and events in various locations, and under varying conditions;
2. This position requires presence on the District's premises during normal business hours, except as necessary to meet the needs of off-site programs and events;
3. Must possess the ability to lift items up to thirty (30) pounds frequently and in excess of sixty (60) pounds occasionally;
4. Moderate physical activity under potentially adverse conditions will be required frequently;
5. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision;
6. This position requires standing, running, walking, sitting, kneeling, stooping/bending, lifting, squatting, pushing, pulling, crawling, jumping, sliding, climbing, pinching, gripping, reaching over head, reaching away from the body, and repetitive motion;
7. Will be required to work in all weather conditions;
8. Work may be performed under hazardous and adverse conditions, including but not limited to, slippery and uneven surfaces, proximity to moving mechanical equipment, water, electrical currents, and high places;
9. This position will involve periods of high physical, mental and/or emotional stress.