

RECREATION AQUATIC PROGRAM SUPERVISOR

PURPOSE OF THE CLASSIFICATION: Under general supervision, is responsible for the immediate direction of three aquatic facilities; Swim and Fitness Center indoor pool, River Country Family Water Park and Spaulding Pool; including but not limited to, organizing and supervising comprehensive aquatic sports, fitness and recreational activities for individuals and groups of all ages, Learn to Swim programs, swim team, facility rentals, daily operations and scheduling and performs related work as required.

ESSENTIAL TASKS:

- Coordinate the total operation of aquatic facilities and administer diversified aquatic sports, fitness and recreation programs to meet the needs of the community.
- Direct and coordinate employment, hiring, training and development of employees to provide safe and efficient operation of swim pool facilities.
- Direct and oversee weekly payroll for all aquatic employees and ensures City policy compliance.
- Supervise and ensure proper financial processes in collection of pool fees, revenue reporting and revenue deposits.
- Work with pool budget accounts to ensure appropriate record of necessary expenditures.
- Investigate and respond to calls, requests and complaints from citizens, ensuring proper incident reporting procedures.
- Interpret aquatic and recreation programs and their philosophy to individuals and groups through assignments to staff and volunteers, as well as personal participation.
- Conducts community wide events by working with neighborhood and community groups to determine recreational needs and interests.
- Supervise daily maintenance and cleaning of the aquatic facilities.
- Supervise personnel including hiring, assignment, performance evaluations and counseling, and disciplinary actions.
- Prepare work orders for special maintenance needs and purchase orders for supplies.
- Direct and oversee mechanical and chemical balancing sides of pool operations.
- Evaluates programs and activities to determine if they are meeting their objectives; promotes and cultivates good relations with neighborhood and community groups and organizations.
- Serve as a resource person on advisory committees.
- Recommend new programs and program updates and carry out long term planning and implementation in recreation and leisure activities.
- Perform duties of subordinates when necessary.
- Perform other duties as assigned.
- Must report to work on a regular and timely basis.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Graduation from a four year college or university with course work in recreation or a related field and some experience related to aquatics programming or an Associate's Degree in a related field and three years of responsible and supervisory experience in an organized

recreation program with some aquatics experience or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Considerable knowledge of recreation philosophy, planning and administration; considerable knowledge of the equipment, facilities, operations and techniques used in a comprehensive community recreation program; ability to supervise and manage cash receipts, revenue and reporting of financial operations; ability to coordinate varied activities involved in a community recreation and aquatics program; ability to establish and maintain effective working relationships with employees, supervisors, other agencies, participants, instructors, community leaders and the general public; ability to communicate effectively orally and in writing.

Physical Requirements: While performing the duties of the classification, the employee is frequently required to walk, sit and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this classification include close vision, color vision and the ability to focus.

Licenses and Certificates: Must possess a valid Oklahoma driver's license and be currently certified in first aid, AED, and CPR for the professional rescuer as well as Lifeguard certification. Prefer current certifications in WSI and LGI or must obtain within 6 months. Certifications are required to be maintained and up-to-date on an ongoing basis.

WORKING ENVIRONMENT: Work is performed both in an office and in recreational/pool facilities. The employee is exposed to hot, wet and humid conditions and within and around swimming pools. The noise level in the work environment is usually loud in the pool facilities and quiet in the office. The employee is exposed to pool chemicals that must be handled with extreme caution. Occasional travel within the city limits will be required. Some travel outside the city limits may be required.

STARTING PAY: \$12.54/hr. Excellent employee benefits (insurance, vacation leave, sick leave, retirement, holidays)

WORK HOURS: 8:00 a.m. to 5:00 p.m., Monday through Friday and evenings and weekends as required. Flexible schedule is required.

WORK LOCATION: City of Muskogee Parks & Recreation Department Swim and Fitness Center, 566 North 6th Street, Muskogee, Oklahoma.

COMPLETE EMPLOYMENT APPLICATION and mail to: City of Muskogee, Human Resources Department, P. O. Box 1927, Muskogee, OK 74402-1927 or (fax) 918-684-6223 or (email) jkennedy@muskogeeonline.org

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