



RIVER ROAD PARK & RECREATION DISTRICT

Job Title: **AQUATIC SUPERVISOR**

Work week 40 hours. Paid sick and vacation leave.
Medical/Dental/Vision/Life/LTD
District paid pension plan; Optional 457 plan.
Salary: \$49,056 - \$55,452

General Statement of Duties

The Aquatic Supervisor is responsible for assisting the Aquatic Director with the development, supervision, oversight, and operation of the aquatic facility including all facets of effective aquatic programming that serve the needs of the River Road Park and Recreation District community. These aspects include, but are not limited to: the selection, training and supervision of staff; development, oversight and management of a comprehensive aquatic risk management program; development, oversight and evaluation of programs that address fitness, educational, competitive and recreational interests; staff scheduling and facility bookings. Adheres to District policies and procedures and the State of Oregon Health Department Public Swimming Pool/Spa Rules. Exercises professional judgment with considerable latitude for independent action in all phases of job responsibilities as identified under Areas of Responsibilities.

Supervision Received

Works under the supervision of the Aquatic Director who reviews work within prescribed standards and policies.

Supervision Exercised

Supervises the aquatic specialists, lifeguards, building supervisors, learn-to-swim Instructors, water exercise instructors, massage therapists, cashiers, and/or volunteers. May be assigned additional supervisory duties at the discretion of the Aquatic Director.

Areas of Responsibilities

- SUPERVISION/STAFF DEVELOPMENT:** Recruits, hires, trains, supervises, and evaluates both full-time and part-time aquatic staff including but not limited to: lifeguards, learn-to-swim instructors, water exercise instructors, cashiers, massage technicians, volunteers, etc. Ensures employees have the necessary certifications and skills to perform assigned work. Evaluates staff work performance. Implements District policies and procedures when disciplinary action is necessary. Develops and conducts comprehensive lifeguard, learn-to-swim, and cashier training programs.
- RISK MANAGEMENT:** Develops, oversees, and manages a comprehensive aquatic risk management program to minimize, monitor, and control the probability and/or impact of an unfortunate aquatic event. Maintains appropriate records and documentation.
- PROGRAM DEVELOPMENT:** Assists Aquatic Director and Aquatic Program Coordinator in developing, overseeing, and managing the District's learn-to-swim program. Determines course offerings and schedules.
- SCHEDULING:** Develops and distributes the following schedules: lifeguard, building supervisor, cashier, and wading pool. Ensures staff adhere to posted schedules.
- HEALTH/SAFETY:** Monitors the condition of the aquatic facility. Follows District standards and the State of Oregon Health Division Public Swimming Pool/ Spa Rules for pool operation and security, including water chemistry. Repairs, and/or alerts the Aquatics Maintenance Supervisor of any condition violating District standards or State of Oregon Health Division Swimming

Pool/Spa Rules. Leads and/or assists in emergency interventions and responses.

- MAINTENANCE:** Collaborates with the Maintenance Director and the Aquatics Maintenance Supervisor on daily maintenance concerns and/or repairs; collaborates on all capital improvement projects.
- POLICY/PROCEDURES:** Responsible for the implementation and adherence of District policies and procedures.
- COLLABORATION:** Collaborates with other departments as necessary, i.e., special events, swim meets, training(s), facility usage, etc.
- BUDGET:** Assists in the development of the aquatics operating budget. Monitors expenses and revenues.
- PUBLIC RELATIONS:** Responds to public inquires and complaints regarding staff, programs and/or procedures. Promotes aquatic programs and changes in facility/program schedules.
- PURCHASING:** Evaluates the cost and procurement of equipment and supplies required for the safe operation of the District's aquatic/fitness facility.
- PLANNING:** Remains current with new developments in the aquatic industry.

Working Conditions

- Work is performed in an environment that remains 86° Fahrenheit with high humidity.
- May be required to work with a variety of pool chemicals (i.e., sodium hypochlorite, calcium hypochlorite, calcium chloride, sodium bicarbonate, hydrochloric acid), etc.
- May be required to lifeguard and/or teach learn to swim lessons.
- May be exposed to a variety of communicable diseases (i.e., H.I.V., Hepatitis B, Hepatitis C), etc.
- May be required to work effectively in highly stressful situations (i.e., first aid, C.P.R., active threats), etc.
- May be required to lift and/or move up fifty (50) pounds.
- May be required to assist extricating a guest up to 300+ pounds from the pool.

Qualifications

Knowledge:

- Principles and practices of developing and implementing aquatic recreation programs including, but not limited to: water safety, lifesaving methods, first aid and emergency procedures; professional swim instruction techniques of various learn-to-swim levels/programs.
- Methods and trends involved in developing, implementing, and evaluating aquatic programs.
- Principles and practices of supervision, training, and personnel practices.
- Pertinent rules and regulations as related to the operation of an aquatic facility.
- Basic pool chemistry.
- Principles of modern office procedures and methods, including, but not limited to: computerized recreation software use and record keeping.

Abilities:

- Plan, organize, coordinate, implement and evaluate aquatic programs, activities, and staff.
- Plan, organize and direct the work of others to meet overall objectives and goals.
- Remain calm and effective in emergency situations.
- Establish and maintain a courteous working relationship with fellow employees and subordinates.
- Identify, monitor, evaluate and remedy program/facility risks and liability.
- Deal courteously and tactfully with the general public; working effectively with people of all ages, ethnic

- origins, social-economic backgrounds.
- Exercise diplomacy in confronting and/or resolving conflicts and sensitive issues; respects patron's and/or staff's rights to autonomy and confidentiality.
 - Organize, prioritize, and carry out responsibilities in a thorough and timely manner.
 - Follow written and verbal directions.
 - Work independently with, or without, on-site supervision.
 - Communicate effectively both verbally and in writing.

Experience/Training:

Any combination of experience and/or training as identified that would likely provide the knowledge and abilities as described qualifies; preferably bachelor's degree in recreation management, leisure services, physical education, or related field and/or 2-5 years' experience supervising recreational/aquatics activities and/or programs; or any satisfactory combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the duties as described.

Licenses/Certifications:

Current national certification(s) in American Red Cross or StarGuard Elite lifeguarding, American Red Cross or StarFish Aquatic Institute swim instruction, AED/CPR for the professional rescuer; adult, child and infant C.P.R., bloodborne pathogens, oxygen administration. National instructor, instructor trainer licenses/certifications recommended. AFO/CPO certification recommended.