

GEORGETOWN-SCOTT COUNTY PARKS AND RECREATION

POSITION TITLE: Assistant Aquatic Recreation Manager– (Aquatics Supervisor, programmer, Special Events)

POSITION CLASSIFICATION: Exempt

GRADE: 7

DEPARTMENT: Recreation

IMMEDIATE SUPERVISOR: Aquatic Recreation Manager

SUPERVISES: Aquatic Facilities, Programming Personnel and General Facility Maintenance

CHARACTERISTICS OF POSITION: Under the general direction of the Aquatic Recreation Manager, performs management and administrative work in the operation of aquatic facilities, programs and pool maintenance. Assists in planning, implementation and managing aquatic recreation programs, activities and special events for department. Assist Aquatic Recreation Manager and performs related work as required. Primary work schedule is Tuesday through Saturday evenings and must be available for changes to primary schedule including on-call status.

GENERAL DUTIES AND RESPONSIBILITIES:

Essential: The organization, coordination and supervision of existing aquatic programs. The planning and implementation of new or expanded programs in areas of interest expressed by the community. Must continually evaluate and strive to improve new and existing programs. Recruitment, hiring and training of personnel both seasonal and year-round, volunteers and all others assisting with the programs. Assist with staff training sessions and meetings to address concerns and needs of the programs. Will assist in preparing and distributing all necessary information to promote the department's programs including press releases, fliers and verbal presentation. Assists in preparing and maintaining all program records and employee records; this includes work schedules, accident reports, discipline reports, etc. Works with the Aquatic Recreation Manager and the Assistant Director to ensure that all department policies, state and federal labor laws and department procedures are adhered to in all aquatic facilities and programs. Must maintain and acquire all certifications necessary to improve recreational programming and the training of staff. Must thoroughly understand and be able to implement all policies and procedures in the aquatics department and with Pavilion procedures as well. Must be able to handle patron/program participant complaints and deal with the situation in a timely manner. Purchase supplies and equipment when needed with approval from Assistant Director and/or Director. Must have a current record of all inventories for each programming area. Must work within the confines of the fiscal budget. Acts as department head in the absence of the Aquatic Recreation Manager. Assists with staff scheduling for programming and lifeguard staff. Must become an American Red Cross instructor trainer in Lifeguard Training and Water Safety. Water Safety Instructor Trainer certification must be substantially completed during the probationary period. WSIT and LGIT must be completed in the following year.

Nonessential: May assist Parks and Recreation Director and Assistant Director in any other areas as requested.

QUALIFICATIONS/REQUIREMENTS:

Education, Training, Experience: Bachelor of Science in Recreation, Parks Administration or related field preferred. Experience may be substituted on a year for year basis. Certified Parks and Recreation Professional (CPRP) preferred. Must possess a minimum of three seasons experience as an American Red Cross lifeguard and swimming instructor or equivalent level of training through another certifying agency. Training: must be currently certified as a Water Safety Instructor and a Lifeguard Instructor in good standing; Instructor Trainer and Certified Pool Operator or Aquatic Facility Operator from a national certifying agency preferred.

SPECIAL KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge: Comprehensive knowledge of recreation program planning such as setting goals and objectives and maintaining a program budget. Must have a working knowledge of aquatics programming such as scheduling, etc. Working knowledge of office equipment. General knowledge and understanding of Federal and State Labor Laws. Must understand pool chemistry and pool maintenance.

Skills: Swimming, water safety, water rescue, pool chemistry, and pool maintenance. Computer skills including word processing, graphics and publishing applications.

Abilities: Ability to establish and maintain effective working relationships with Parks and Recreation employees and the general public. Ability to implement and maintain a diversified program meeting the fitness, instructional and leisure time needs of the community. Ability to prepare and maintain accurate reports. Ability to function effectively when required to work varying schedules and shifts as determined by recreation and facility program events. Ability to communicate and perform under stress when problems arise.

SPECIAL LICENSING REQUIREMENTS: Valid Kentucky driver's license; American Red Cross or equivalent organization certified Lifeguard Training, First Aid, CPR for the Professional Rescuer, Lifeguard Instructor and Water Safety instructor certifications.

ADDITIONAL REQUIREMENTS:

Instructions: Must be able to work within own timeline with minimal instructions on a daily.

Processes: Must review and improve program plans, program ideas etc. as needed.

Review of Work: Work is generally reviewed through oral and written reports.

Analytical Requirements: Decisions based on knowledge and application of techniques/concepts are required.

Work Environment: Indoor and outdoor

Availability: Must be able to attend meetings and departmental activities in evening hours and on weekends; must be able to work irregular hours on a regular basis.

Physical Demands:

Lifting: Some required (up to 70 pounds). Requires standing walking and sitting.

Use of Equipment: Tools and equipment and other related items pertaining to aquatic programming and maintenance as well as office equipment.

Vehicle Operation: Automobile when needed.