



**SULPHUR PARKS & RECREATION
WARD 4, DISTRICT 2**

**JOB DESCRIPTION:
RECREATION SUPERVISOR - AQUATICS**

<u>Job Title:</u> Recreation Supervisor - Aquatics	<u>Starting Pay:</u> \$58,000 Annually	<u>Status:</u> Exempt Full Time
<u>Reports to:</u> Recreation Manager		<u>Revised:</u> November 2022

JOB SUMMARY:

This position supports the work and mission of Sulphur Parks and Recreation (SPAR), a local government entity. A supervisory, full time recreation position with a concentration in Aquatics. Responsible for the operations, programs and staff supervision for SPAR Aquatics department and facilities located within Recreation District Two of Ward Four, Calcasieu Parish. This role requires management of full-time, part-time, and seasonal staff consisting of Assistants, Coordinators, Aquatic Instructors, and Lifeguards.

Assist with district-wide or cross-department events, and other aspects of district operation as assigned.

ESSENTIAL FUNCTIONS: (Any one position may not include all the duties listed, nor do the examples cover all the duties that may be performed.)

- Manages operation of aquatic facilities & adheres to all state and local health and safety regulations; monitors and maintains proper chemical water balance; monitors the diagnoses, repair, and maintenance of swimming pools, water systems, filter systems, pumps, water slides, spray features, and in-water playground equipment,
- Directly responsible for interviewing, hiring, training, and managing aquatic staff. Planning, assigning, and directing work, evaluating performance, and disciplining employees; addressing complaints and resolving concerns and/or issues.
- Responsible for the day-to-day operations of SPAR Aquatic Department: overseeing 60+ part-time and seasonal Lifeguards Aquatic Instructors, Coordinators, and full-time Recreation Assistants.
- Secures, educates, and communicates with staff, members, and participants of aquatics, fitness, and recreation programs.
- Develops and maintains a collaborative working relationship to coordinate programs, swim meets, events, and leagues with representatives of community organizations and state agencies.
- Collaboratively works with other department staff on items including but not limited to maintenance, code compliance/enforcement, safety, scheduling of events/parties.
- Creates and maintains Emergency Action Plans and SPAR Aquatic Standards for Rec & Aquatic Center, SPAR Waterpark, and other facilities as needed or assigned.
- Checks and ensures safety and cleanliness of all facilities, equipment, and surfaces for aquatic department.
- Coordinates maintenance needs and repairs with applicable district staff and vendors.
- Assists Recreation Manager in preparation of department and program budgets, including estimates on personnel, equipment, and all other needs to maintain programs and events. Coordinates with administration regarding revenue, expense, procurement process, etc. Monitors department budget to meet fiscal objectives.
- Maintain inventory of chemicals and equipment needed for the safety and maintenance of district pools, facilities, and programs.
- Coordinates with Recreation Manager to develop and market program offerings.
- Develops, staffs, supervises, and evaluates aquatic programming plan for district. (ex. swim lessons, lifeguard training)
- Function as lead and/or support personnel for various functions and special events hosted by district.

Daily contact includes peers, contractors, outside agency officials, and other district personnel, for policy, procedures, general information, and/or assistance and community residents.



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BASIC QUALIFICATIONS:

- Bachelor of Science degree and work experience in the management/supervision of an Aquatic/Waterpark facility, or 6+ years of applicable experience in a related field.
- Currently Certified in ARC Lifeguard Training and First Aid/CPR for the Professional Rescuer.
- Certified as a CPO, AFO, ARC Lifeguard Instructor, ARC Water Safety Instructor, or Group Fitness Instructor certifications preferred.
- Demonstrated ability to certify and maintain applicable credentials
- Demonstrated ability to recruit, train, motivate, and maintain staff and program volunteers.
- Swim meet management experience preferred
- Skilled in the use of recreation/facility management software and Microsoft Office Suite.
- Experience interacting with the public in a positive & professional manner; experience with conflict resolution.
- Effective oral and written communication skills.
- Must possess a valid Driver's License and be insurable.
- Must pass physical examination, drug/alcohol screening, driving record and background check.

The essential functions of this position require:

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X	Climbing	X	Balancing	X	Stooping
X	Kneeling	X	Reaching	X	Standing
X	Walking	X	Pushing	X	Lifting
X	Carrying	X	Finger Dexterity	X	Grasping
X	Speaking	X	Hearing	X	Seeing
X	Repetitive Motions	X	Reading	X	Calculating

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all the duties that may ever be required of such an employee or be used to limit the nature and extent of assignments such individuals may be given.

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