CITY OF BELLINGHAM

JOB DESCRIPTION

JOB TITLE: Aquatics Recreation Supervisor

UNION:231
SG:4
DEPARTMENT: Parks and Recreation, Aquatics **CS:N**
FLSA:N
EEO4/SOCCODE:PR/39-1014

JOB SUMMARY:

Supervises aquatics staff assigned to program area; plans, organizes and assigns work; monitors and evaluates performance; trains staff and ensures standards and service levels are met. Under the direction of the Aquatics Manager, plans, develops, implements, and evaluates recreational and competive aquatic opportunities for people of all ages, abilities and backgrounds. Oversees development of program publicity materials. Develops and maintains relationships with a variety of public agencies and community organizations related to the program area.

SUPERVISORY RELATIONSHIP:

Reports to the Aquatics Manager. Work is performed under general supervision and the guidance of City and departmental policies and procedures and state and federal rules, regulations and guidelines. Provides supervision to assigned staff including regular non-benefited staff and other personnel as assigned.

ESSENTIAL FUNCTIONS OF THE JOB:

1. Plans, organizes, directs and monitors the work of assigned staff to provide a wide variety of year-round Aquatics recreational opportunities for people of all ages and abilities. Effectively recommends hire, trains, supervises and evaluates performance. Conducts pre-disciplinary investigations; recommends and delivers corrective action as appropriate. Establishes systems and methods for training, motivating and supervising the work team and a system of communication and cooperation among staff. Reviews and approves employee timesheets and oversees scheduling.

2. Plans, develops, implements and evaluates recreational and competitive aquatic opportunities for people of all ages, abilities and backgrounds. Provides feedback and recommendations to manager on areas for change and improvement. Oversees calendar and scheduling of program activities. Resolves scheduling issues. Compiles reports and related paperwork. Purchases supplies to meet program and facility needs.

3. Provides input on program area budget; develops recommendations for management review. Implements and monitors approved budget.

4. Assists Aquatics Manager in improving and updating processes and programs through participation in special projects and program assignments. Assists with the development of goals and objectives.

5. Serves as the Aquatics Division software administrator for program registration and general ledger functions. Develops and implements processes; operates and troubleshoots software; and, plans, schedules and delivers user training to Aquatics and other department staff.

6. Serves as Aquatics Division website administrator and social media content creator. Develops or oversees the development of informational and communication materials in accordance with City and Departmental policies and practices. Leads promotion and publicity of programs and facility availability.

ADDITIONAL WORK PERFORMED:

1. Conducts, attends and participates in a variety of team or departmental meetings.

2. Acts as resource to management and employees regarding program area. Keeps current in new developments in the field through professional memberships, attending conferences and networking with professionals.

3. Occasionally fills in during staff absences. May perform physical activities in programming as needed.

4. Performs other related work of a similar nature and level.

PERFORMANCE REQUIREMENTS (Knowledge, Skills, and Abilities):

Knowledge of:
- Working knowledge of the field of municipal recreation that is inclusive of programs for all ages and abilities.
- Working knowledge of aquatic related operation systems.
- Working knowledge of Department operations and procedures as well as pertinent federal, state and local regulations.
- Working knowledge of and ability to learn City personnel policies and procedures and labor contract provisions applicable to the workgroup.

Skill in:
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, program participants and the general public.
- Strong written communication skills for developing reports, correspondence, procedures and organizational communications.
- Strong computer skills including word processing software, registration management software and web-based applications.
- Strong supervisory and leadership skills, including the ability to plan and organize the work of others and train employees in work processes and techniques.
- Adaptability/flexibility and time management.

Ability to:
- Demonstrate strong work ethic and strong customer service orientation. Conduct self at all times using courtesy, tact and good judgement.
- Maintain appearance of fairness in dealings with staff and citizens.
- Avoid conflicts of interest in use of City resources and personnel.
- Ability and willingness to demonstrate the Public Service Competencies of Service Orientation, Results Orientation, and Teamwork and Cooperation.
- Maintain consistent and punctual attendance.
- Physical ability to perform essential functions of the job including:
  - Tread water for 2 minutes using legs only with arms crossed on chest;
  - Swim 300 yards with 100 yards crawlstroke, 100 yards breaststroke and 100 yards either stroke;

- Swim 25 yards and recover 10 lb. brick from 6 feet depth and swim 25 yards holding brick with both hands at surface and exit pool in under 1 minute and 40 seconds;
- Recover a 10 lb. brick from 12 feet;
- Occasionally operate pool maintenance equipment;
- Read, interpret and analyze chemical tests;
- Occasionally kneel, crouch and bend at the waist;
- Occasionally travel between worksites;
- Frequently operate a computer and other office machinery such as a keyboard, mouse, phone, copier, scanner;
- Frequently communicate accurate information and ideas with others;
- Occasionally transport objects weighing up to 50 lbs.

WORKING ENVIRONMENT:

Work is performed primarily in an office setting and requires sitting or standing for extended periods at a computer work station. Moves throughout City facilities and worksite locations, including City-owned beaches.There is a possibility of exposure to hostile and offensive language and behavior from interactions with the public.

EXPERIENCE AND TRAINING REQUIREMENTS:

- Associates degree in recreation or related field.
- Two years of experience coordinating aquatics programs.
- Two years of lead or supervisory experience.
- Experience with facility supervision required.
- Experience working with individuals with special needs preferred.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and abilities to successfully perform the essential functions of the position will be considered.

NECESSARY SPECIAL REQUIREMENT:

- Valid Washington State driver's license and good driving record. A three-year driving abstract must be submitted prior to hire.
- Employment contingent upon passing a criminal background check and child and vulnerable adult abuse records check.
- Must pass a pre-employment drug screening.
- Must possess Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) certification within 6 months of hire and maintain current throughout employment.
- Must possess the following American Red Cross certifications and maintain current throughout employment: Administering Emergency Oxygen, Bloodborne Pathogen Training, First Aid, CPR/AED for the Professional Rescuer, Waterfront Lifeguard Training, Lifeguarding Instructor and Water Safety Instructor.
- Must possess the following American Red Cross certifications within 3 years of hire and maintain current throughout employment: Water Safety Instructor Trainer and Lifeguard Training Instructor Trainer

PREPARED BY: M. Bianconi

REVIEWED BY: Nicole Oliver

E. Weinberg
3/2023

Parks and Recreation Director