CITY OF WORTHINGTON
POSITION DESCRIPTION

POSITION TITLE:	**RECREATION SUPERVISOR – AQUATICS**	**CLASS: 207**
Department:	Parks & Recreation	Title Originated: 2001
Date:	July 2, 2012	Title Revised: 2012
Reports To:	Recreation Superintendent	Updated:

General Statement of Duties:

Under the direction of the Recreation Superintendent, the Recreation Supervisor-Aquatics is responsible for planning, organizing, promoting, evaluating and supervising a comprehensive recreation aquatic program and related work as required. This is a supervisory position, which includes administrative work necessary to provide quality programs. Work is performed independently with general guidance from the Recreation Superintendent.

Essential Functions of the Position:

Plans, conducts, instructs, and has the ability to perform specific recreation aquatic programs and special events as deemed needed by the community;

Recruits, interviews, trains, schedules, supervises and evaluates the aquatic staff;

Maintains the equipment and facilities used in the recreation aquatic programs including, but not limited to, maintenance, repair and daily cleaning to applicable governmental standards;

Provides ongoing financial activity and attendance information and reports that information as requested;

Orders and maintains program supplies and inventory;

Prepares promotional articles, news releases, brochures, newsletters and reports to the community on a timely basis;

Maintains operational records as required by the State of Ohio Department of Public Health;

Develops and recommends operating procedures and policies concerning aquatic programs to meet public needs and revises them when found to be necessary;

Develops specific program budgets and oversees contracts with corporate, media sponsors, concessionaires and other service providers; these budgets are maintained and reviewed throughout the life of the program;

Responsible for the set-up and tear-down of recreational aquatic equipment for various programs;

Operates various pieces of office equipment and maintains the necessary program files accordingly;

Serves as Building Supervisor on Duty at the Community Center, as scheduled.

Knowledge, Skills and Abilities:

Specialized skills, training or certification as required and the ability to provide instruction in activities or areas which are specific and more difficult to staff;

Ability to instruct and perform in specific recreational area or areas including but not limited to recreation program activities, sports and games, water activities, swimming and life-guarding;

Ability to maintain effective relationships with staff and the public t promote and maintain high morale and levels of enthusiasm;

Ability to express oneself and communicate to the public and co-workers clearly and accurately;

Ability to work flexible hours including weekends and evenings as necessary and scheduled;

Ability to lift and carry heavy objects as required.

Minimum Requirements of the Position:

Must be a graduate from an accredited college or university with a major in Recreational Management or a closely related field, or any equivalent combination of demonstrated ability and experience in leading specific recreation aquatic activities. Experience in pool management and recreation supervision required.

Must possess a current certification in Water Safety Instruction, Lifeguarding, CPR, First Aid and Blood-borne Pool Pathogens and must possess a Pool/Spa Operator or comparable certification. Must obtain a Lifeguard Training Instructor certificate within one year of employment. Valid Ohio Drivers License required.

The characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This job description does not list all of the duties or functions of the job. The individual in this position may be asked by supervisors to perform other duties. The City has the right to revise this job description at any time.

Adopted by Resolution No. 22 -2012; Effective July 2, 2012