



## **AQUATIC SUPERVISOR**

### **DEFINITION**

To organize, implement, promote, supervise, coordinate and evaluate aquatics and camp programs, and/or other recreation programs; and to supervise, train, and evaluate assigned staff.

### **SUPERVISION RECEIVED AND EXERCISED**

General direction is provided by the Recreation Program Manager; responsibilities include direct supervision of assigned subordinates.

### **EXAMPLES OF DUTIES**

The following are typical illustrations of duties encompassed by the job class, not an all inclusive or limiting list:

### **ESSENTIAL JOB FUNCTIONS**

Organize, implement, supervise, coordinate and evaluate comprehensive aquatics and camp programs, and/or other general recreation programs. Prepare reports, maintain rosters and records. Prepare procedure manuals and other related program records, and assist with preparation of grant proposals. Receive, investigate, and respond to inquiries, complaints and requests. Schedule use and rental of facility; collect, record, and deposit rental fees. Provide supervision, training, and evaluation of staff; including volunteers. Assist in the selection process of program staff. Conduct periodic chlorine and emergency evacuation drills at assigned facilities. Interpret City and Department policies, rules, and regulations as appropriate to staff and public. Regular and consistent attendance.

### **OTHER JOB FUNCTIONS:**

Make policy and procedure recommendations to the Recreation Program Manager. Serve, as assigned, as Department Liaison to the Woodland Swim Team Board. Address recreation, community, and special interest group committees as assigned. Assist with the development of the program operating budget. Secure supplies, equipment, and materials used in programs. Monitor and authorize expenditures of program budget. Prepare check requests. Serve as Acting Recreation Programs Manager as assigned. Issue facility keys to staff and users; maintain a key log. Develop promotional materials, including flyers and news releases. Perform related duties as assigned by the supervisor.

## **QUALIFICATIONS**

### **Knowledge of:**

General philosophy, principles, and practices of public recreation and community services program. Specific principles, practices, and methods of program development and supervision. Community resources adaptable to the development of community services programs for aquatics and camps, and/or other recreation programs. First aid methods and safety precautions related to assigned aquatics and camp programs, and general recreation programs and facilities. Principles of organization, supervision, purchasing, and budgeting.

### **Skill to:**

Communicate clearly and concisely, both orally and in writing. Supervise, train, and evaluate assigned staff. Establish and maintain effective work relationships with those contacted in the performance of required duties. Direct, supervise, coordinate, and evaluate aquatics and camp programs, and general recreation programs. Interpret and implement department policies. Develop and maintain support for programs from the community and local organizations. Operate office equipment; including computer and photocopier machine.

### **Ability to:**

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

### **Minimum Education and Experience:**

#### **Education:**

Bachelor's Degree from an accredited college or university with major work in recreation or closely related field.

#### **Experience:**

Two years of increasingly responsible experience in the delivery of aquatics, camps, recreation, and/or community services, including supervisory experience.

#### **License or Certificate:**

Required upon hire, the possession of a valid California Driver's License; possession and maintenance of a current American Red Cross First Aid for Lifeguards Certificate or equivalent, and a current American Red Cross CPR for the Professional Rescuer Certificate or equivalent, and a current American Red Cross Lifeguard Training Certificate or equivalent. Required prior to permanent appointment, possession and maintenance of a current American Red Cross Water Safety Instructor Certificate or equivalent and First Aid for Public Safety Personnel Certificate (Title 22). Possession and maintenance of a current American Red Cross Lifeguard Training Instructor Certificate or equivalent, and a current American Red Cross Water Safety Instructor Trainer Certificate or equivalent are desired.

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