

POSITION DESCRIPTION

TITLE: Seasonal Aquatics Director, Parks and Recreation

CLASSIFICATION: Management, Laborer

SALARY RANGE: Hourly/Seasonal \$13.00-\$15.00 (35 hours weekly)

SUPERVISED BY: Park Director

FUNCTIONS AND RESPONSIBILITIES

- 1) Plans, organizes, and directs programs, activities, and safety protocol for the fitness, programs, and aquatics sections Under the general supervision of the Park Director, supervises the work of subordinate employees
- 2) Supervise, coordinate, and schedule the work within the Aquatic Center of the Willard Parks System
- 3) Direct the execution and organization of the Willard Aquatic Center including staff management and training, scheduling, daily operation, adherence to fiscal accountability
- 4) Direct Willard Aquatic Center site maintenance, aquatic fitness and program development, oversight of special events and rentals
- 5) Perform routine chemical testing and maintenance to adhere to the Greene County Health Department and the State of Missouri Department of Natural Resources' standards
- 6) Maintain the Willard Aquatic Center *Snack Shack* including staffing, training, and inventory management, as well as adhere to Greene County Health Department standards
- 7) Direct the organization of various programs for adolescents including developing classes and programs, scheduling, employee oversight and training, and the execution thereof
- 8) Evaluate Aquatic Center operations and insures that all aquatic maintenance and safety procedures are maintained
- 9) Recruit, interview, train, schedule, and evaluate seasonal and contractual employees for the Aquatics Center
- 10) Assure the compliance with legal codes and requirements within the fitness, programs, and aquatics sections including but not limited to the Greene County Health Department and the State of Missouri Department of Natural Resources standards
- 11) Schedule and plan activities, collects monies resulting from the fitness, programs, and aquatic activities
- 12) Assist in the operation and execution of special events within the Willard Parks System
- 13) Coordinate programs with neighborhood groups, civic organizations, schools, and guilds
- 14) Prepare and present required reports as well as marketing and public relations presentations regarding fitness, programs, and aquatics
- 15) Travel to a wide variety of recreation program location sites, community centers, aquatic centers, and transports equipment as required
- 16) Attend conferences, workshops, seminars, and other training for professional development purposes
- 17) Utilize appropriate computer software applications such as word processing, spreadsheet, and/or database

MINIMUM REQUIREMENTS

**Any combination of education, training, and experience providing the following knowledge, skills, and abilities*

- 1) Knowledge of human resource management including hiring practices, disciplinary procedures, terminations, etc
- 2) Knowledge of the rules, methods, and procedures involved in planning, scheduling, organizing, implementing and evaluating programs for diversified park and recreation program areas
- 3) Knowledge of the principles of administration and the methods of organizing and staffing
- 4) Ability to plan, schedule, organize, implement and evaluate parks & recreation programs
- 5) Ability to recruit, train and supervise personnel
- 6) Ability to communicate effectively, both orally and in writing in English
- 7) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 8) Ability to operate a computer, computer technology, and other related equipment required for job duties
- 9) Ability to accept, receive, and/or collect payments
- 10) Ability to prepare and/or preserve purchase orders
- 11) Ability to be accountable for inventory/property management
- 12) Ability to make recommendations that impact the budget
- 13) Ability to manage the budget within an assigned unit/division
- 14) CPR/First Aid, Lifeguard Certification Required
- 15) Lifeguard Instructor Preferred
- 16) Certified Pool/Spa Operation Certification or Aquatics Facility Operator Preferred
- 17) CPRP Certification Preferred

SPECIAL CONDITIONS

- 1) Must possess and maintain a valid Motor Vehicle Operator's license
- 2) Must be able to pass a background investigation
- 3) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision