

POSITION DESCRIPTION

TITLE: Seasonal Aquatics Manager, Parks and Recreation

CLASSIFICATION: Management, Laborer

SALARY RANGE: Hourly/Seasonal \$10.00-\$13.00 (35 hours weekly)

SUPERVISED BY: Aquatics Director, Park Director

FUNCTIONS AND RESPONSIBILITIES

- 1) Supervise, coordinate, and schedule the work within the Aquatic Center of the Willard Parks System
- 2) Perform routine chemical testing and maintenance to adhere to the Greene County Health Department and the State of Missouri Department of Natural Resources' standards
- 3) Participate in the organization of various programs for adolescents including developing classes and programs, scheduling, employee oversight and training, and the execution thereof
- 4) Participate in the recruitment, interviewing, training, scheduling, and evaluation of seasonal and contractual employees for the Aquatics Center
- 5) 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
- 6) Schedule and plan activities, collects monies resulting from the fitness, programs, and aquatic activities
- 7) Assist in the operation and execution of special events within the Willard Parks System
- 8) Coordinate programs with neighborhood groups, civic organizations, schools, and guilds
- 9) 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 the rules, methods, and procedures involved in planning, scheduling, organizing, implementing and evaluating programs for diversified park and recreation program areas
- 2) Knowledge of the principles of administration and the methods of organizing and staffing
- 3) Ability to plan, schedule, organize, implement and evaluate parks & recreation programs
- 4) Ability to recruit, train and supervise personnel
- 5) Ability to communicate effectively, both orally and in writing in English
- 6) Ability to establish and maintain effective working relationships with employees, community leaders, City officials, and the general public
- 7) Ability to operate a computer, computer technology, and other related equipment required for job duties
- 8) Ability to accept, receive, and/or collect payments
- 9) Ability to prepare and/or preserve purchase orders
- 10) Ability to be accountable for inventory/property management
- 11) Ability to make recommendations that impact the budget
- 12) Ability to manage the budget within an assigned unit/division

- 13) CPR/First Aid, Lifeguard Certification Required
- 14) Lifeguard Instructor Preferred

SPECIAL CONDITIONS

- 1) Must be able to pass a background investigation
- 2) Must possess a high degree of integrity, strong work ethic and ability to work with minimal supervision