

<b>CITY OF CEDAR RAPIDS POSITION PROFILE</b>	<b>JOB CODE #/TITLE:</b> NB457 Aquatics Program Supervisor
<b>POSITION #/TITLE:</b> 0760 Aquatics Program Supervisor	<b>Adopted:</b> 07-97 <b>Revised:</b> 05-14

<b>POSITION DESCRIPTION</b>
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<b>Dept /Division:</b> Parks & Recreation/Aquatics	<b>Manager Level:</b> Supervisor
<b>Salary Plan/Description:</b> NBU/Non-Bargaining Unit	<b>Salary Grade:</b> 11
<b>Reports To Position #/Job Code #/JC Title:</b> 2427/NB362/Recreation Superintendent	<b>Dotted-line Reports To Position #/Job Code #/JC Title:</b>
<b>FLSA Status:</b> Exempt	<b>City Overtime Status (Employee Type):</b> Exempt (Salaried)
<b>Physical Demand Rating:</b> Medium	<b>Work Environment:</b> Controlled
<b>Pre-employment Testing:</b> Drug and health screening after contingent offer.	<b>Position Testing:</b> Job fit assessment
<b>Personal Protective Equipment:</b> Hand, Head, Foot	

<b>General Statement of Duties</b>
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Organizes, supervises and directs the work of aquatic programs and facilities; performs related work as required.

<b>Distinguishing Features of the Class</b>
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Considerable leeway is granted for the exercise of independent judgement and initiative. Supervision is exercised over the work of full-time, part-time, and seasonal/hourly employees as well as program volunteers as required. Individuals in the Parks & Recreation Programs Supervisor classification may be assigned to specialty functions which requires an additional knowledge base for the particular program area.

<b>Examples of Essential Work (Illustrative Only)</b>
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Plans aquatic activities and special events programs;  
 Coordinates the annual opening and closing of pools each season with Parks & Recreation Maintenance;  
 Hires, trains, supervises and evaluates employees;  
 Coordinates the involvement of volunteer help within aquatic programs as required;  
 Trains and supervises employees, volunteers and participants in safety procedures and precautions in aquatic activities;  
 Conducts annual performance appraisals of front line full-time staff;  
 Recommends aquatic area budget needs to the Superintendent, and closely monitors budgetary activity;  
 Performs constant program evaluation for future policy development and revision of existing programs;  
 Maintains all appropriate files and financial records for aquatics;  
 Orders supplies and equipment per program and budget requirements;  
 Performs safety and risk management inspections of aquatics programs, activities and facilities;  
 Promotes advertising for specific program area, solicits funds and/or volunteers and equipment donation as needed;  
 Monitors and maintains grant requirements, prepares documentation and provides technical program

assistance for funding applications;  
 Coordinates and completes special projects on a timely basis;  
 Schedules facilities as needed;  
 Researches new programs and activities within the aquatics program;  
 Conducts timely performance reviews and monitors performance and staffing needs;  
 Develops and delivers presentations and attends meetings, conferences and workshops;  
 Assists in office as needed;  
 Attends mandatory training sessions;  
 Performs all work duties and activities in accordance with City policies, procedures and safety practices;  
 Attends work regularly at the designated place and time;  
 Supports continuous process improvement initiatives;  
 Performs related work as required.

### **Required Knowledge and Abilities**

Comprehensive knowledge of recreation program and activity integration for specialized function such as athletics, aquatics, cultural arts, senior citizen, youth, disabled and special populations, and special events;  
 Comprehensive knowledge of safety and risk management principles, practices and techniques for recreation programs and activities;  
 Thorough knowledge of principles, methods and techniques of recreation program development;  
 Thorough knowledge of recreation program planning, implementation and evaluation;  
 Thorough knowledge of the principles, practices and methods of organizing and staffing recreation activities;  
 Ability in team building, persuasion and negotiation;  
 Ability to organize, coordinate, and direct volunteer community groups;  
 Ability to communicate effectively and maintain working relationships with supervisory personnel, employees, community organizations, representatives of the media, other public agencies and the general public;  
 Ability to plan, lay-out, assign, supervise and evaluate the work of a large number of employees performing a variety of program operational, administrative, clerical, supervisory and custodial tasks;  
 Ability to inspect and evaluate maintenance and construction and other work performed and to make sound recommendations related to the need for improvement and construction and proper methods for carrying out such improvements;  
 Ability to prepare accurate and reliable reports containing findings, conclusions and recommendations;  
 Ability to manage and analyze revenue and expenditures budgets;  
 Ability to operate a personal computer using program applications appropriate to assigned duties and responsibilities;  
 Ability to work cooperatively and to maintain effective working relationships to accomplish job responsibilities;  
 Ability to quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;  
 Ingenuity and inventiveness in the performance of assigned tasks.

### **Acceptable Experience and Training**

Graduation from an accredited college or university with a Bachelor's Degree in recreation, recreation therapy or related field; and  
 Considerable experience in developing and supervising aquatic programs and activities; or  
 Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

### **Required Special Qualifications**

NSPF Certified Pool Operator (CPO) required upon appointment.  
Certified Red Cross Lifeguard and Water Safety Instructor may be required.  
NRPA Certified Park & Recreation Professional (CPRP) preferred.

### **Essential Physical Abilities**

Requires the following, with or without reasonable accommodation:  
Sufficient clarity of speech and hearing, which permits the employee to communicate effectively;  
Sufficient vision, which permits the employee to review a wide variety of written correspondence, reports and related material in both electronic and hardcopy form;  
Sufficient manual dexterity, which permits the employee to operate a keyboard and produce hand-written materials and notations;  
Sufficient personal mobility, which permits the employee to visit various workstations in the City and transfer limited mobility participants to activity areas.