

Job Description

Job Title:	Recreation Supervisor								
FLSA:	Exempt:	X	Non-Exempt:		Union Status:	Union:	X	Non-Union:	
Supervision Received:	Recreation Services Manager				Supervision Exercise:	Part time staff			
Last Revision:	9/2022								

General Summary:

This position performs intermediate professional work primarily supervising and coordinating the aquatics and outdoor recreation programming, overseeing the operation of the Town’s swimming pools and related facilities, and as well as related work as required. Duties include planning, organizing, overseeing and supervising programs, staff and operations; advising the director and recreation services manager on assigned programming matters; preparing and maintaining appropriate records and files. Work is performed under regular supervision and supervision is exercised over subordinate program personnel. Position reports to the Recreation Services Manager.

Essential Functions:

- Manages all aspects of the swimming pools and pond.
- Supervises all activities as well as staff for swim lessons, pool rentals, public swims, lap swims, and other aquatic related events.
- Plans and develops recreation programs and events with a focus on aquatic, active outdoor/adventure recreation and outdoor education.
- Supervises all assigned programs, activities and rentals.
- Recruits, hires, and trains all assigned staff; provides detailed orientation training for all new staff; processes necessary paperwork; conducts performance evaluations.
- Conducts staff meetings and in-service training for staff.
- Maintains, analyzes and submits records with respect to daily facility usage, accidents, incidents, rescues and assists, and first-aid.
- Communicates with public and center members to publicize programs, classes, events and registration; prepares information for facility advertising.
- Creates new programs and develops facility schedule; updates changes for aquatic and outdoor recreation programs in brochures.
- Conducts ongoing safety checks and documentation to ensure patron and staff safety.
- Assists in preparing budgets for aquatic and assigned programs and staff; orders necessary aquatic supplies equipment.
- Serves as facility supervisor/manager on duty when required.
- Performs pool maintenance as needed and follows established procedures to maintain proper pool water quality.
- Performs related tasks as required.

Education & Experience:



Education:

Any combination of education and experience equivalent to graduation from an accredited college or university with major course work in parks and recreation management or related field.

Experience:

Experience in community aquatic and recreation programming and swimming pool operations.

Knowledge, Skills & Abilities:

This position needs the following knowledge:

- Thorough knowledge of aquatics and outdoor programming and the physical operation of plant equipment of swimming pool; thorough knowledge of the philosophies, principles and practices of professional recreation work; thorough knowledge of first aid and lifesaving methods and safety precautions used in aquatic recreational work.

This position needs the following skills:

- Ability to efficiently schedule and coordinate use of pool facilities.
- Ability to prepare reports; ability to communicate effectively, both orally and in writing.

This position needs the ability to:

- Ability to plan and supervise the work of subordinates.
- Ability to establish and maintain effective working relationships with associates, activity participants and the general public.

Licenses & Certifications:

- Possession of CPR, first aid, lifeguard, and water safety certifications are preferred.

Special Requirements:

This position requires the following:

- Current Aquatic Facility Operator's or ability to obtain within the first six months of employment.



Working Conditions & Environment:

<i>Physical Activities</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Stand			X	
Walk			X	
Sit				X
Speak or hear				X
Use hands to finger, feel, type or text			X	
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Reach with hands and arms		X		
Taste or smell		X		
Push or pull		X		
Repetitive motions			X	
Driving (including driver's license)			X	
<i>Lifting Requirements</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Up to 10 pounds				X
Up to 25 pounds			X	
Up to 50 pounds		X		
Up to 100 pounds	X			
More than 100 pounds	X			



<i>Environmental Conditions</i>	<i>Amount of Time</i>			
	None	< 1/3	1/3 to 2/3	>2/3
Work near moving mechanical parts		X		
Work in high places		X		
Risk of electrical shock		X		
Risk of radiation	X			
Work in extreme weather conditions		X		
Exposure to blood or other body fluids		X		
Exposure to hazardous chemicals			X	

<i>Special Vision Requirements</i>			
X	Close vision	X	Distance vision
	Color vision	X	Peripheral vision
X	Depth perception	X	Ability to adjust focus

<i>Noise Level in the Environment</i>			
	Very quiet		Quiet
X	Moderate noise		Loud noise
	Very loud noise		

The above statements are intended to describe the general nature and level of work being performed by the incumbent(s) of this job. They are not intended to be an exhaustive list of all responsibilities and activities required of the position. This description does not constitute an employment agreement between the Town of Mansfield and the employee and is subject to change by the Town as necessary.

