

JOB DESCRIPTION

Job Title: Recreation Supervisor	Grade: 20
FLSA Status: Exempt	EEO Category: Professional
Job Classification Designation: Classified/Competitive	Bargaining Unit: Union

Job 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.

Supervision Received: Works under the general supervision of the Recreation Services Manager.

Supervision Exercised: Part time staff

Examples of Essential Duties:

- 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.

Knowledge, Skills and Abilities:

- 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.
- Ability to efficiently schedule and coordinate use of pool facilities.

- Ability to prepare reports; ability to communicate effectively, both orally and in writing.
- 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.

Minimum Qualifications: 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 in community aquatic and recreation programming and swimming pool operations.

Special Requirements: Aquatic Facility Operators or obtain within six (6) months from date of hire. Current Lifeguard Certification or obtain within six (6) months from date of hire. CPR, first aid are preferred but must obtain within first six months of hire and possess and retain a valid driver's license.

Working Conditions, Physical and Mental Requirements: Incumbents in this class must have adequate physical strength, stamina, physical agility and visual and auditory acuity, and must maintain such physical fitness as to be able to perform the duties of the class. Incumbents in this class work in an office setting that is subject to frequent interruptions, substantial contact with the public and exposure to video display monitors on a daily basis. A physical examination may be required.

Frequency: Place an “X” in each box that is appropriate to your job.

NEVER (N)	OCCASIONALLY(O)				FREQUENTLY (F)	CONSTANTLY (C)			
0 % of Shift	1-33% of Shift				34-66% of Shift	67-100% of Shift			
Frequency:	N	O	F	C	Frequency:	N	O	F	C
Physical Demands					Depth Perception				X
Standing			X		Color Distinction				X
Walking			X		Peripheral Vision				X
Sitting				X	Driving			X	
Lifting			X		Physical Strength:				
Carrying			X		Little Physical Effort (-10 lbs.)				X
Pushing			X		Light Work (-20 lbs.)		X		
Pulling			X		Medium Work (20-50 lbs.)		X		
Climbing		X			Heavy Work (50-100 lbs.)	X			
Balancing		X			Very Heavy Work (100+ lbs.)	X			
Stooping		X			Environmental Conditions				
Kneeling		X			Cold (50 degrees F or less)		X		
Crouching		X			Heat (90 degrees F or more)		X		
Crawling		X			Temperature Changes		X		
Reaching		X			Wetness	X			
Handling			X		Humidity	X			
Grasping			X		Extreme Noise or Vibration	X			
Twisting			X		Exposure to Chemicals			X	
Feeling			X		Exposure to Gases and Fumes			X	
Talking				X	Exposure to Unpleasant Odors		X		
Hearing				X	Exposure to Bodily Fluids		X		
Repetitive Motion				X	Exposure to Dampness		X		
Hand/Eye/Foot Coordination				X	Confinement to a Small/Restricting Area	X			
Visual Acuity/Near				X	Mechanical Hazards	X			
Visual Acuity/Far				X	Physical Danger		X		

The above statements are intended to describe the general nature and level of work being performed by the employee assigned to this position. They are not to be construed as an exhaustive list of all job responsibilities and duties performed by personnel so classified.

The Town of Mansfield is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the Town will provide reasonable accommodations to qualified individuals with disabilities and encourage both prospective and current employees to discuss potential accommodations with the Town when necessary.

Updated on: June 12, 2023