

TOWN OF ROCKY HILL JOB POSTING

(This is an advertisement. Please see pages 2 and 3 for a detailed job description.)

DEPARTMENT OF PARKS & RECREATION RECREATION/AQUATICS SUPERVISOR

The Town of Rocky Hill is seeking qualified applicants for this highly responsible professional and managerial position with considerable independence in directing Recreation functions of the Town. Work is performed under the general direction of the Director of Parks & Recreation; and in accordance with prevailing policies, laws, regulations and rules applicable to specific areas of program activity. Detailed job description and list of essential functions on pages 2 and 3 below.

Application materials must clearly describe significant experience and achievements directing municipal parks and recreation functions, including aquatics and programming functions.

This position is part of the MEUI Local #506 Union contract. Salary (see Appendix A of collective bargaining agreement, Step 1 - \$93,212.00) and hours will be in accordance with the Union contract which can be viewed online at: <http://www.rockyhillct.gov/unioncontracts>. Candidates with substantial achievements and professional experience directly related to qualifications may begin at Step 2 (\$96,009). Please note: The nature of Town work and service to the public requires attendance at evening and weekend work-related meetings and events, and interaction with members of the public outside of normal business hours which do not qualify as overtime hours. For instance, the Recreation/Aquatics Supervisor is expected to work outside of normal business hours to manage programs and activities administered by the Recreation/Aquatics Supervisor.

Interested applicants must submit each of the following: 1) A resume; 2) A letter of interest which clearly describe *how* you meet qualifications; and 3) A completed Town of Rocky Hill Application for Employment. All application materials must be submitted to the Department of Human Resources (hrdept@rockyhillct.gov). **Applications will be accepted until the position is filled.** *Incomplete applications will not be accepted or reviewed by the hiring manager or search committee.*

Please be advised finalists will be required to undergo a comprehensive background, criminal, and/or financial investigation.

The Town of Rocky Hill is an EEO/AA Employer and complies with the ADA.

**Town of Rocky Hill
Job Description**

POSITION: RECREATION / AQUATICS SUPERVISOR

DEPARTMENT: PARKS AND RECREATION

REPORTS TO: WORKS UNDER THE GENERAL DIRECTION OF DIRECTOR OF PARKS & RECREATION, BUT HAS WIDE LATITUDE IN PROGRAM DEVELOPMENT AND IMPLEMENTATION WITHIN THE FRAMEWORK OF POLICIES ADMINISTERED AND REVIEWED BY THE DIRECTOR OF PARKS & RECREATION

SUPERVISES: RECREATION EMPLOYEES AND AQUATICS STAFF.

BARGAINING UNIT: MEUI LOCAL #506

Summary of Responsibility:

Supervisory position responsible for planning, directing and maintaining the Town's aquatic facilities, including supervision of staff and complying with all health codes. The position is involved with planning, organizing and directing recreation program activities for all ages and interest groups.

Essential Functions:

1. Supervises, administers and evaluates the use of the Rocky Hill High School Pool, along with the BOE, and Elm Ridge Outdoor Pool;
2. Organizes, administers, and evaluates public recreational programs including special events, cultural, social, athletic and indoor recreation centers programming, assists in oversight of parks, park facilities, fields, and development of the same;
3. Accountable for coordination and successful implementation of recreational programs with other Town departments and agencies;
4. Recruits, interviews and hires part time aquatic and recreation staff;
5. Assigns, supervises, trains and evaluates aquatic and recreational personnel;
6. Ensures all safety procedures and regulations are followed, including activities and documentation associated with OSHA-related compliance and routine safety checks;
7. Speaks before groups on programs;
8. Prepares and distributes publicity on programs;
9. Involved with seasonal brochure development;
10. Aids Director in preparation of annual budget and manages the budget for the Aquatics Program;
11. Purchases equipment and supplies in accordance with Town policy;
12. Prepares periodic and annual reports for Director;
13. Deals extensively with the general public;
14. Assists the Director in total operation of Park and Recreation Department;
15. Stays abreast of new information and trends in the aquatics/recreation industry and profession, and seeks out/participates in educational seminars and events with the Director's prior approval
16. Performs other related duties as assigned by the Director;
17. Based on the needs of members of the public served, the Town may from time to time establish special work hours and assign employees to them. The nature of Town work, service to the public, requires attendance at evening and weekend meetings and events, and interaction with members of the public outside of normal business hours which do not qualify as overtime hours. For instance,

the Aquatics/Recreation Supervisor is expected to work outside of normal business hours to manage programs and activities administered by the Aquatics/Recreation Supervisor.

The duties listed above are intended only as illustrative of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar or a logical assignment to the position.

Qualifications and Competencies:

1. Graduation from a recognized college or university with a four (4) year degree in recreation or related field supplemented by at least three (3) years of recreation programming experience and aquatics facility operation;
2. **Aquatic Facility Operator certification (AFO) or Certified Pool Operator certification (CPO) preferred; or** able to acquire either AFO or CPO within 24 months of date of hire;
3. **Certified Parks & Recreation Professional certification (CPRP)** through National Recreation & Park Association (NRPA) required; or must obtain CPRP within 12 months of date of hire;
4. Must be willing and able to secure an **American Red Cross “Water Safety Instructor Trainer” certification (WSIT), or “Lifeguarding Instructor Trainer” certification (LGIT)** within 48 months of date of hire;
5. Must possess a strong aptitude for instructing individuals on aquatics-related topics by demonstrating substantial, prior professional experience providing such instruction to children/adolescents/adults;
6. Considerable knowledge of modern principles of public recreation administration and aquatic facility operation;
7. Thorough knowledge of methods/practices used in recreation programming for total population;
8. Considerable knowledge of classes/activities common to a well-rounded public recreational program;
9. Ability to effectively supervise the work of department personnel;
10. Ability to work with the general public;
11. Ability to coordinate a Town-wide program with other governmental departments and agencies;
12. Thorough knowledge of public relations through use of news and social media and promotional avenues.

The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Regularly required to use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear.
2. Frequently is required to walk and lift.
3. Occasionally required to stand, climb or balance, and stoop, kneel, crouch or crawl.
4. Ability to lift and/or move up to fifty (50) pounds.
5. Vision abilities required by this job include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.
6. May be exposed to seasonal conditions in outside weather, grease or oil, dust and other outdoor conditions, and loud or unpleasant noises.

The Town of Rocky Hill is an EEO/AA employer and complies Americans with Disabilities Act guidelines.