

Fraser Valley Metropolitan Recreation District  
P.O. Box 3348  
Winter Park, CO. 80482  
970-726-8968



**POSITION TITLE:** Recreation Supervisor – Aquatics  
**CLASS:** Full Time – Year Round  
**PAY TYPE:** Exempt  
**PAY RANGE:** \$30,000 - \$50,000/year plus benefits  
**REPORTS TO:** Recreation Center Manager  
**POSITION CLOSING:** August 1, 2017

**GENERAL STATEMENT OF DUTIES:** Responsible for the management, programming, administration, promotion, evaluation, and supervision of the aquatics facility along with comprehensive programming for our aquatics department. Requires a general knowledge of recreation center operations, which address the needs and safety of citizens and guests in our valley.

**ESSENTIAL JOB FUNCTIONS:** The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify or change duties or essential functions of this job at any time.

- Responsible for all aspects of the aquatic facility including staff management and scheduling, program administration, and daily maintenance.
- Recruit, interview, hire, schedule, train, supervise and evaluate all aquatic personnel.
- Act as liaison with the American Red Cross to ensure all staff maintains proper certifications.
- Design, develop, implement, coordinate and evaluate a variety of aquatics programs, leisure activities, and special events.
- Develop, implement and monitor the pool chemical control program to assure compliance with Local, State and Federal operations and safety guidelines and standards.
- Directs and may perform the tasks of a lifeguard, swim instructor, trainer, chemical testing, and custodial duties on an as needed basis.
- Plan and implement safety audits for lifeguard staff
- Assist in developing and implementing effective marketing efforts to increase public awareness and participation including social media management and flyer distribution.
- Assist with annual budget preparation; order supplies, uniforms, and equipment as needed, monitor program expenditures.
- Complete reports as needed for accidents, incidents, and illness that occur within the GPCRC
- Serve on the FVMRD Safety Committee
- Enforce pool rules and regulations.
- Performs other related duties and assignments as required and assigned.

**REQUIRED KNOWLEDGE, ABILITIES, AND SKILLS:**

- Knowledge of windows based computer operating systems, including MS Office and Rec Trac.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with the general public, board members, staff, officials, instructors, parents, suppliers, and vendors.
- Ability to plan, coordinate, delegate, supervise, train, inspect, and evaluate the work of assigned staff and volunteers in an effective manner.
- Knowledge of safety policies, procedures, and practices.
- Demonstrate customer service/public relations skills including the ability to resolve/diffuse customer and parent issues and complaints.
- Knowledge of techniques and skills necessary to plan, schedule, market, implement and supervise aquatics programs, services and activities.
- Thorough knowledge of aquatic equipment and general maintenance, as well as applicable health and safety regulations.
- Knowledge of and ability to perform basic calculations.
- Knowledge of current industry trends.
- Criminal background check authorization.
- Ability to work a flexible scheduled, including overtime, evenings, weekends, and holidays.

**EDUCATION, TRAINING, AND EXPERIENCE:**

- High school diploma or G.E.D. equivalent required
- Minimum of three years aquatics experience.
- Red Cross Lifeguard Certification including CRP, First-Aid, AED and Oxygen Certifications required.
- Red Cross Water Safety Instructor (WSI) Certification required.
- Red Cross Lifeguard Instructor Certification required.
- Must possess, or be able to obtain within 60 days, Aquatic Facility Operator (and/or Pool Operator) Certification.
- Must possess, or be able to obtain within 90 days, a valid Colorado driver's license.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the duties and responsibilities of the position.

- While performing the duties of this job, the employee is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl.
- The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee is required to be able to identify and evaluate field emergencies and to respond physically to those emergencies quickly and appropriately.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The functions of this position are performed in work conditions found in an indoor recreation facility or an office environment.
- The noise level in the work environment is usually quiet while in the office, or moderate to loud when in the facility
- While performing the duties of this job, the employee occasionally works near moving mechanical parts, and pool mechanical systems. The employee may be occasionally exposed to wet and dry conditions, fumes, toxic or caustic chemicals.
- The position requires working a flexible schedule depending on program needs, including working irregular hours during the day and evening, weekends and holidays, and altering the work schedule as program needs change.

**FVMRD is an Equal Opportunity Employer**