



POSITION TITLE	Recreation Supervisor - Aquatics
CLASS	Full Time
PAY TYPE	Exempt
PAY GRADE	200
PAY RANGE	\$60,000-\$80,000 per year, plus benefits
SUPERVISOR	Director of Recreation Services

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

BENEFITS FOR FULL-TIME EMPLOYEES

- Medical, dental, and vision coverage options (including spouse, domestic partner, and family)
- Employer-paid life insurance
- Retirement plan with 3.75% employer match and immediate 100% vesting
- Paid holidays, vacation, and sick leave
- Additional recreation benefits at all FVMRD facilities

GENERAL STATEMENT OF DUTIES: The Aquatics Supervisor is responsible for the administration, programming, daily operations, and staff oversight of the Aquatics Department. This position ensures a safe and welcoming environment for patrons while maintaining compliance with operational standards and state regulations. Requires a strong understanding of pool operations, safety compliance, programming, budgeting, and facility maintenance.

LEADERSHIP & SUPERVISORY FUNCTIONS

- Promote the FVMRD Culture Statement and uphold the district's Mission, Vision, and Values.
- Lead by example with positive communication, professional behavior, and a solutions-oriented mindset.
- Conduct regular staff meetings to reinforce safety, service, and operational excellence.
- Develop and implement department policies and maintain current operational manuals.
- Attend at least six Board of Directors meetings annually.
- Serve on internal committees as assigned.

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

- Oversee all operations of the Aquatics facility, including lifeguarding, staff supervision, program development, scheduling, and daily maintenance.
- Recruit, hire, train, schedule, supervise, and evaluate Aquatic staff.
- Oversee all aspects of the mechanical operations of the Aquatic facility, including pumps, filters, chemical feeders, UV systems, and related infrastructure. Troubleshoot and coordinate repairs and preventative maintenance in partnership with facility staff.
- Monitor and manage water chemistry, ensuring compliance with all safety standards and health department regulations.
- Assist in developing the department's annual budget. Monitor ongoing expenditures, track program revenue, and recommend cost-saving or revenue-generating strategies. Ensure responsible use of District resources.
- Plan, implement, and evaluate Aquatic programs, swim lessons, and special events.

- Collaborate on marketing and outreach strategies, including social media and flyer distribution for Aquatics programs and training opportunities.
- Maintain accurate staff certifications and serve as a liaison with the American Red Cross.
- Conduct and document safety audits and emergency drills for Aquatic staff.
- Ensure adherence to Aquatic policies and procedures by staff and patrons.
- Respond to and manage Aquatic-related emergencies, administer first aid, CPR, and rescue procedures as needed.
- Complete and file incident, accident, and illness reports. Serve as the initial responder to emergencies within the GPCRC.
- Perform duties of a lifeguard, Water Safety Instructor (WSI), Aquatic fitness instructor, and pool chemical management (CPO/AFO) as needed.
- Provide exceptional customer service and adhere to District-wide service standards.
- Serve on the District-wide Safety Committee and help coordinate staff safety training.
- Other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of MS Office, RecTrac software, and aquatic-specific technology and systems.
- Understanding of emergency response procedures, safety regulations, and water chemistry.
- Familiarity with aquatic mechanical systems including chemical controllers, pumps, and filtration.
- Ability to lead staff, plan and market programs, and engage with the community.
- Strong communication, interpersonal, and conflict-resolution skills.
- Ability to manage multiple responsibilities, prioritize tasks, and adapt to changing situations.
- Willingness to work evenings, weekends, and holidays as required.

EDUCATION, CERTIFICATIONS, AND EXPERIENCE:

- Bachelor’s or Associate’s degree preferred.
- High school diploma or GED required.
- Three to five years of experience in Aquatics or a related field preferred.
- One to two years of experience in a supervisory role preferred.
- Combination of education and experience may be considered.
- **Required Certifications:**
 - Red Cross Lifeguard (including CPR, First Aid, AED, and Oxygen)
 - Red Cross Lifeguard Instructor (or willingness to obtain upon hire)
 - Red Cross Water Safety Instructor (WSI) – alternative certifications and/or experience may be considered.
 - Certified Pool Operator (CPO) and/or Aquatic Facility Operator (AFO) within 60 days of hire

Work Environment: Work is primarily conducted in a warm, humid, and high-activity indoor aquatic facility. Noise levels range from moderate to high. Occasional exposure to moving mechanical parts, pool chemicals (toxic or caustic), wet surfaces, and fumes. Must be able to read and understand Safety Data Sheets (SDS) and follow appropriate protocols when handling chemicals or hazardous materials.

Physical Requirements: Regularly required to walk, stand, sit, talk, hear, and see. Occasionally required to climb, balance, stoop, kneel, crouch, and crawl. Must be able to lift/move up to 50 pounds. Must be able to respond quickly and effectively in emergencies. Headphones are not permitted during lifeguard shifts.

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date