

LEE'S SUMMIT PARKS AND RECREATION

Job Description



Job Title: AQUATICS SUPERVISOR
Division: Recreation
Department: Parks & Recreation
Supervisor: Aquatics Manager

Pay Grade: 11
FLSA Status: Exempt

Job Summary

The Aquatics Supervisor, under the general direction and guidance of the Aquatics Manager, is responsible for the daily operations and maintenance of the indoor aquatic facility located at the Legacy Park Community Center and at Summit Waves outdoor aquatic facility located at Harris Park. Assists with staffing of programs and activities, training and supervision of lifeguard and program staff, developing programs for a variety of aquatic interests, and the staffing for the welcome desk and food and beverage operations at the outdoor facility.

Job Scope

Directly supervises volunteers, part-time employees, and contract professionals for programs, facility operations and special events. Assists with preparation, administration, and monitoring of budgets for assigned facilities and programs.

The duties listed above are intended only as illustrations 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 related to the position.

Minimum Education, Experience and Certification Requirements

1. Bachelor's degree or equivalent in Parks and Recreation Administration, Education or a related field required; at the discretion of the Department, directly related work experience may be substituted for education at the rate of three years of directly related work experience per one year of education; and,
1. Minimum of 1 year experience in one or more of the following: pool operations, aquatic staff development, food and beverage operations and aquatic programming required; and,
2. Basic first aid, CPR and AED certification required within three (3) months of date of hire.
3. Lifeguard training instructor certification required within one (1) year of date of hire.
4. AFO or CPO certification preferred; required within one (1) year of date of hire.
5. WSI certification preferred.
6. Certified Parks and Recreation Professional preferred.

Skills, Knowledge and Abilities

1. Skills in organizing, planning and preparing materials and evaluating goals and objectives.
2. Skills in selecting, supervising, appraising, counseling and discharging personnel. Skills in management and staff development.
3. Knowledge of philosophy, methods and techniques for administering recreation and athletic facilities, and budgeting and accounting procedures.
4. Skills in using general office equipment.
5. Ability to analyze community needs, problem solve and implement solutions, and relate to the needs of all age groups.
6. Ability to establish good working relationship with public, subordinates and supervisors. Ability to maintain self-control and composure and set a professional example for the staff and participants.
7. Ability to understand, analyze and implement ideas and concepts.
8. Excellent written, verbal, organizational, and communication skills.

LEE'S SUMMIT PARKS AND RECREATION

Job Description



9. Demonstrates a strong commitment to patron services.

Physical Classification:

- Medium: Ability to exert up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to raise or lower an object from one level to another, transport an object, exert force upon an object so that it moves away from or toward the force, or otherwise move objects.

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 conditions the worker will be subject to in this position:

- The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
- The worker is subject to outside environmental conditions. No effective protection from the weather.
- The worker is subject to both environmental conditions. Activities occur both inside and outside.
-

This position will be scheduled 40 hours a week working varied days/hours.

Compensation: \$35,555.13 annually. Application deadline- until filled

Apply on-line at <https://cityofls.net/parks/employment/parks-employment-application> or mail an application and/or resume to: Lee's Summit Parks and Recreation, 220 SE Green Street, Lee's Summit, Missouri 64063. Applications may also be delivered in person to J. Thomas Lovell, Jr. Community Center, 901 NE Bluestem Drive, Lee's Summit, Missouri 64086. EOE.