

City of Columbia Parks and Recreation Department is looking for an energetic, self-directed professional person to assume the duties of the Aquatic Recreation Supervisor; special events, facility management, lifeguard training classes and aquatic fitness programs. This staff person will directly supervise one full-time employee and up to 125 part-time staff members during peak summer season. Budget management, program development/marketing, and facility coordination are essential functions of this position. Must possess outstanding interpersonal skills that will result in positive relationships; intergovernmental, community organizations, and private sector. This staff person will work a flexible schedule due to programs/events or meetings on the evenings and weekends.

Job Functions

- Oversee the planning, prioritizing, scheduling and coordination for one of the City's recreation programs; Aquatics.
- Recruit, hire, schedule, evaluate, train, direct and discipline assigned staff; administer payroll and related employee relations documentations.
- Supervise and coordinate the work of recreation programs staff by setting divisional and individual employee goals and by providing feedback and performance evaluations.
- Oversee the planning, prioritizing, scheduling and coordination of City aquatic programs.
- Administer budgets for various community programs; supervise concession, participant fees and other revenue operations and estimate program costs.
- Ensure recreation operations are conducted in accordance with safety rules and regulations; manage accidents and incidents according to City and facility policy.
- Assists with marketing of community programs ensures excellent customer service.
- Plan and assist with various special events such as Pooch Plunge and Heritage Festival.
- Maintain all necessary logs and files for the City's recreation programs; prepare reports as requested.
- Responsible for ensuring excellent customer service is offered to patrons; answer patron and media inquiries in person and over the phone.
- Coordinated with maintenance and programming staff to ensure facilities are appropriately scheduled, cleaned and maintained.
- Perform related duties as assigned.

Education & Experience - An equivalent combination of education, training and experience will be considered.

- Bachelor's degree in Parks and Recreation Administration, Sports Management, or related field preferred.
- Designation as a Certified Parks and Recreation Professional desired.
- Minimum of three years in a recreation leadership or community programming role required. Supervisory experience preferred.
- Position requires this staff person to hold certifications in one or more of the following areas; aquatic facility management, lifeguarding and/or swim instruction.
- Must obtain CPR, first aid or similar certification within six months of hire. Maintenance of certification is a requirement for continued employment.
- Possess and maintain a valid driver's license and a safe driving record.

Salary

- \$22.69/hr-\$28.87/hr
- Commensurate with training and experience

Application Process

- Posting #2440P
- Full job description is on the City of Columbia HR website; www.gocomojobs.com.
- Applicants must complete the on-line application at www.gocomojobs.com and attach a resume and cover letter.
- Deadline to apply is 11-07-2021

Notice to Applicants

- Individuals needing accommodation to apply may call 573.817.6445 or TTY: 711 (MO Relay).
- City of Columbia is a merit, affirmative action, equal opportunity employer: male/female.
- City of Columbia requires pre-employment drug testing.
- City of Columbia participates in the federal E-Verify work authorization program.