

TOWN OF EAST HARTFORD

TITLE: Supervisor of Recreation -Aquatics

GRADE: 10

DEPARTMENT: Parks and Recreation

DATE: June 16, 2009

GENERAL DESCRIPTION

This is responsible recreation work involving the organizing and implementing of recreational activities for the municipality's youth, adults, senior citizens and special needs population.

Work involves responsibility for planning, budgeting, supervising and coordinating varied recreational programs. Duties include recommending, implementing, promoting and evaluating recreation programs; arranging for equipment and supplies; hiring, training and supervising part-time, seasonal and certain full-time employees and program instructors, and maintaining contacts with community organizations. Independently establishes priorities in regular duties.

This position also has the responsibility for making routine technical recreational program decisions. The work requires that the employee have good knowledge, skill and ability in all phases of public recreational programs.

SUPERVISION RECEIVED

Works under the direction of Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises a large staff of seasonal and part-time recreation employees and instructors.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Participates in the planning, organizing, supervising and directing of diversified recreational programs, including diversified aquatic and water safety programs.
- Recruits, hires, trains, supervises, disciplines, evaluates and terminates seasonal, part-time staff.
- Assists in the promotion of recreational programs and the writing of press releases.
- Assists with program registrations, collection of fees and other office functions to ensure maximum service to the public.
- Maintains time sheets and other records. Prepares statistical and narrative reports.
- Prepares activity and accident reports. Reports work accomplished to Director.
- Assists in the preparation of the annual operating budget for assigned recreation programs; plans and directs necessary purchase of supplies and equipment. Makes recommendations for fee schedules and projects revenues for budget-making.
- Contacts organizations to elicit support for ongoing activities
- Attends meetings and conferences as needed.
- Participates in the planning and facilitation of department sponsored holiday, seasonal and special events, which may also require being in attendance when these events take place, e.g. evenings, holidays, weekends.

- Works with Special Olympics program.
- Assists in researching grant opportunities for recreational programs and preparing appropriate applications.
- Instructs children in the fundamentals of popular sports and non-physical recreational activities. May fill in when program supervisors and instructors are unavailable.
- Monitors recreation programs to assure proper operation, safety and supervision.
- Works closely with Maintenance Division regarding facility maintenance for programs (i.e., pools).

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles and practices of public recreation programs, including swimming pool and aquatic activities.
- Knowledge of the methods and techniques of recreation programs.
- Ability to work with large or small groups.
- Knowledge of computer operation as it pertains to functions with the recreation setting.
- Ability to instruct, assign, evaluate and functionally supervise others.
- Ability to communicate clearly and concisely both orally and in writing.
- Ability to establish and maintain courteous, effective working relationships with coworkers, civic groups, other municipal agencies and the general public.
- Ability to learn data processing, recreational software, basic word processing, and desktop publishing.

QUALIFICATIONS

A bachelor's degree from a recognized college or university in recreation plus three to five years of progressively responsible recreation program experience including one to two years in a supervising capacity, or an equivalent combination of education and experience.

Must have a valid Connecticut driver's license.

Must be First Aid and Cardiopulmonary Resuscitation (CPR) certified.

RECOMMENDED CERTIFICATIONS

- American Red Cross Water Safety Instructor's Certificate
- American Red Cross Lifeguard Instructor's Certificate
- American Red Cross Waterpark Instructor Certificate
- Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) Certification
- Automated External Defibrillator (AED) Training
- Certified Leisure Professional

TOOLS AND EQUIPMENT USED

Van, computer, digital photo ID camera, calculator, telephone, portable speaker system, copier, recreational sports equipment, CPR mannequins, TV/VCR, cell phone.

PHYSICAL AND MENTAL DEMANDS

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

While performing the duties of this job, the employee is frequently required to sit and talk and listen. The employee is occasionally required to walk; stand, use hands to finger, handle, or operate objects, tools or controls; and reach with hands and arms. The employee must frequently lift and carry up to 25 pounds and occasionally up to 50 pounds. Specific vision abilities required for this job include close vision and the ability to adjust focus. The employee must be able to read and interpret standard documents such as written instructions and procedures manuals and have the ability to write reports and correspondence and speak effectively before groups. The position requires the ability to apply common sense understanding to deal with problems involving a few concrete variables in standardized situations.

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 work conducted in typical office working conditions with virtually no disagreeable features. The noise level in the work environment is moderately quiet in the office. While performing these duties the employee periodically works in outside weather conditions and occasionally is exposed to wet and/or humid conditions. The noise level in the field is moderately loud.

GENERAL GUIDELINES

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, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.