

**CITY OF NORTH OLMSTED  
AQUATIC PROGRAM SUPERVISOR**

The City of North Olmsted Parks & Recreation Center is seeking a Full-Time Aquatic Program Supervisor. The starting salary and job description are listed below. Qualified candidates may mail or email their resume, salary history, references and a completed City application located on the City's website under Human Resources Department by October 1, 2021.

**City of North Olmsted  
Department of Human Resources  
5200 Dover Center Road  
North Olmsted, Ohio 44070  
e-mail: [vanschoork@north-olmsted.com](mailto:vanschoork@north-olmsted.com)  
EOE**

**JOB DESCRIPTION**

**GENERAL DESCRIPTION:**

Under the general direction of the Recreation Commissioner, Assistant Recreation Commissioner, Mayor or the Mayor's Administrative Assistant, the Aquatic Program Supervisor is responsible to administer the pool programming, including the supervision of events, training and supervising pool staff, public relations, safety, cash and budget management. Responsible to use Munis software and RecTrac or other recreation software as required for departmental functioning.

**QUALIFICATIONS: An example of acceptable qualifications:**

Bachelor's degree from an accredited four-year college or university in Parks and Recreation Administration, Physical Education, Public Administration, Sports Administration or a related field (Master's Degree in related field preferred), and five (5) years of progressively responsible experience in a related field preferred; or any combination of training, education, or experience which provides the desired knowledge, skills, and abilities to perform the essential functions of the position.

**LICENSURE OR CERTIFICATION REQUIREMENTS:**

Valid State of Ohio Driver's License; the ability to maintain insurability under the City's vehicle insurance policy. First Aid/CPR-AED certification. Current American Red Cross Lifeguarding for the Professional Rescuer; Current American Red Cross Lifeguarding Instructor; Certified Pool Operator or Aquatic Facility Operator; Water Safety Instructor; Water Exercise Instructor.

**EQUIPMENT OPERATED: The following are examples only and are not intended to be all inclusive:**

Personal computer, printer, copy machine, fax machine, other standard business office equipment, motor vehicle.

## **INHERENTLY HAZARDOUS OR PHYSICALLY DEMANDING WORKING CONDITIONS:**

The employee has exposure to chemical compounds found in an office environment (e.g., toner, correction fluid, etc.); is exposed to possible injury from unclean or unsanitary conditions; occasionally lifts, pushes, pulls, or carries objects 15 lbs; may lift up to 75 pounds and move objects a distance of 50 feet; may on rare occasions, be required to assist in lifting persons of varying weights.

Note: In accordance with the U.S. Department of Labor physical demands strength ratings, this is considered light to medium work.

## **JOB DESCRIPTION AND WORKER CHARACTERISTICS:**

### **JOB DUTIES**

**ESSENTIAL FUNCTIONS OF THE POSITION:** For purposes of 42 USC 12101:

1. Manages and supervises the operational and programmatic aspects of the North Olmsted Parks and Recreation Aquatic Center; works with internal and external groups to schedule facility space in Aquatic Center (e.g., processes rental confirmations and facility user agreements to establish terms of reservations; etc.); ensures safe aquatic operations (e.g., checks swimming/pool equipment; maintains proper chemical levels; tests pool per health code; prevents facility hazards; oversees crowd control; enforces safety rules; etc.).
2. Supervises the work activities of subordinate personnel (e.g., monitors employee performance to ensure compliance with policies and procedures; schedules staff; modifies work assignments as necessary to respond to operational needs; interviews candidates and makes hiring recommendations; oversees training of staff; oversees City's approved pretreatment program; provides direction and guidance to subordinates; administers employee discipline; adjusts employee grievances; etc.); develops and implements continuing education and training for aquatic staff; ensures that staff certifications are up to date; etc.
3. Plans, develops, and administers the City's parks and aquatic programs (e.g., analyzes existing programs; creates and prepares new programs; conducts feasibility studies for new and existing aquatic programs; etc.); meets with community organizations and citizens in order to discuss issues, disseminate information related to the aquatics programs, and recruit and retain customers; responds to questions and requests and attempts to resolve problems; etc.
4. Serves as liaison for the department; meets with community groups and other interested parties for purpose of promoting recreational programs and division objectives; etc.
5. Provides secondary oversight for Lifeguards, Water Safety Instructors, Water Aerobics Instructors and any other staff members, included but not limited to filling in for staff when appropriate.

6. Participates in appropriate professional activities to stay current with developments affecting the operations of the Aquatics Division.
7. Maintains required licensures and certification.
8. Meets all job safety requirements and all applicable PERRP (Public Employment Risk Reduction Program) safety standards that pertain to essential functions.
9. Demonstrates regular and predictable attendance.

**OTHER DUTIES AND RESPONSIBILITIES:**

1. Performs other duties as assigned.

**MINIMUM ACCEPTABLE CHARACTERISTICS: (\*indicates developed after employment)**

**Knowledge of:** City, department, and division goals and objectives;\* City, department, and division policies and procedures;\* personnel rules and regulations; workplace safety; budgeting; marketing; public relations; supervisory principles and practices; manpower planning; employee training and development; local geographic area.

**Skill in:** computer operation; use of modern office equipment; motor vehicle operation; use of aquatics and pool equipment.

**Ability to:** carry out detailed but basic written or oral instructions; interpret a variety of instructions in written, oral, picture, or schedule form; deal with problems involving several variables within familiar context; apply management principles to solve problems; exercise independent judgment and discretion; compile and prepare reports; determine material and equipment needs; train or instruct others; respond to routine inquiries from public and/or officials; prepare and deliver speeches and presentations; communicate effectively; understand a variety of written and/or verbal communications; cooperate with coworkers on group projects; develop and maintain effective working relationships; handle sensitive inquiries from and contacts with officials and general public; resolve complaints; travel to and gain access to work site.

**POSITIONS DIRECTLY SUPERVISED:**

PT Lead Lifeguards  
PT Water Safety Instructors  
PT Water Exercise Instructors

**Starting Salary Range**

\$25,625.08 annual - \$52,148.46 annual