

## **Town of Valdese Parks & Recreation Department**

**Aquatic & Fitness Supervisor:** Salary – Hiring Rate: \$34,554 – Minimum: \$36,283.  
Full Time Position with full benefits.

**Job Description:** Responsible for all aspects of the aquatic and fitness division including programs, facilities, employees, training, and other related duties as required.

**Job Requirements:** Certifications in lifeguard training, basic first aid, CPR, water safety instruction; knowledge of daily pool operations including pumps, filters, pool heaters, chemicals; ability to train, supervise, and schedule part-time employees; ability to meet and deal tactfully with public and to establish and maintain effective working relationships with associates and public; Ability to promote, organize, and supervise year round, youth and adult swim programs; Must have knowledge of the philosophy and objective of public recreation. Must possess a valid North Carolina Driver's license.

**Physical Requirements:** Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, feeling, talking, and hearing. Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects. Must possess the visual acuity to prepare and analyze data, have working knowledge of Microsoft Word and Excel, and make visual inspections to determine accuracy, neatness and thoroughness of work.

**Education & Experience:** Bachelor's Degree in Recreation, Physical Education, or related field with an emphasis in aquatics and / or fitness; 3 – 5 years of aquatic / fitness experience in recreation field.

**Deadline for Applications:** This position will remain open until filled.

**Applications and a full job description of the position may be obtained at:**

**Valdese Town Hall, 102 Massel Ave. SE, Valdese, NC 28690**

**Completed applications may be submitted to the Human Resources Director at the above address or mailed to P.O. Box 339, Valdese, NC 28690.**

Visit [townofvaldese.com](http://townofvaldese.com) for more information.

Prospective employee will be drug screened per town substance abuse policy, and a background check will be submitted.

The Town of Valdese is an Equal Opportunity Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, age, disability, or veteran status.

# AQUATIC AND FITNESS SUPERVISOR

## General Statement of Duties

Performs responsible supervisory and professional recreational work in coordinating and implementing aquatic and fitness programs and special events.

## Distinguishing Features of the Class

An employee in this class is responsible for the safe and efficient operation of the Town's swimming pool and fitness room including the recruitment, hiring, supervision and proper training and certification of staff. The employee plans, organizes, supervises and markets aquatic and fitness programs for safety and recreation. Work includes program planning and publicity; assuring appropriate desk and lifeguard staffing at all times; projecting and monitoring budget expenses; managing facility activities including classes, swim teams, lap and free swims; ensuring accurate water balance and chemistry and safety of swimmers. Work involves developing and conducting training to certify lifeguards; conducting aquatic programs and supervising or teaching swimming lessons. Work is performed in accordance with departmental rules and regulations, professional aquatic recreation principles and requires judgment and discretion in the application and interpretation of program policies and procedures. Tact, courtesy and diplomacy are required in dealing with the public. The employee is subject to hazards of aquatic recreation programs. Duties may expose the employee to human body fluids in emergencies and thus the work is subject to OSHA regulations on blood borne pathogens. Work is performed under the general supervision of the Recreation Director and is evaluated through observation, citizen feedback, conferences and effectiveness of programs offered.

## Duties and Responsibilities

### Essential Duties and Tasks

Plans, organizes and supervises development and implementation of water safety and water fitness programs and the operation and maintenance of the swimming pool and fitness facility; develops and publicizes schedule of activities, classes and special programs; develops long and short range plans for new and innovative program activities to enhance the overall aquatic and fitness program.

Supervises desk and lifeguard staff; recruits hires, coaches, trains, evaluates and disciplines staff; schedules lifeguards and desk personnel for adequate coverage during activities and maintains time records.

Conducts varied aquatic, swim, and fitness programs such as water aerobics and yoga classes; supervises and/or teaches swim classes; coordinates and coaches swim teams; contracts with instructors and/or teaches aquatic and fitness classes.

Ensures proper maintenance of the pool and fitness facility and equipment including pool pump and heater repairs and chemical balancing in the pool; orders supplies for pool maintenance; works with maintenance staff to ensure building cleanliness; reviews daily monitoring reports; takes water samples and checks pump room; performs general cleaning if necessary.

Markets and promotes the pool and fitness facilities; manages facility memberships

and organizes and conducts special activities such as national aquatics week, Halloween carnival and parent's night out; develops flyers and other means of promotion.

Projects program budget and manages expenditures to ensure operation within approved budget; supervises procedures for collecting memberships and fees charged for activities to ensure cost effectiveness; assures proper accounting methods are followed; maintains program records and reports.

Observes and evaluates classes, programs and events; enforces rules, policies, and regulations for participant behavior; evaluates programs for attainment of program objectives; recommends changes to programs,

Conducts safety audits to assure safety compliance; checks first aid kits and fire extinguishers; inspects chemical supplies, storage and records; handles MSDS sheets and information; ensures adherence to water standards and laws.

Conducts annual lifeguard certification training and frequent in-service training activities in first aid, CPR, blood borne pathogens and rescue.

### Additional Job Duties

Maintains required personal training and certifications.  
Performs related duties as required.

### Recruitment and Selection Guidelines

### Knowledges, Skills, and Abilities

Considerable knowledge of the principles and practices associated with aquatic and fitness program planning, development and management.

Considerable knowledge of principles, practices and methods relating to water fitness and safety, lifeguarding, emergency response, fundamentals of instruction and first aid.

Considerable knowledge of the principles, practices and methods of pool operation, pool chemistry and water balance.

Considerable knowledge of current literature, trends and developments in the field of water safety, water fitness, lifeguarding, pool management and chemical bacteria treatment.

Skill in teaching/instructing lifeguards for certifications and in teaching swimming.

Ability to plan, coordinate and supervise the work of part time employees and contractors. Ability to prepare varied promotional materials, schedules and flyers.

Ability to establish and maintain effective working relationships with the supervisor, coworkers, program participants and the general public.

Ability to express ideas effectively in oral and written forms and to deal tactfully, courteously, and firmly with the public.

Ability to use a computer effectively including word processing and spreadsheet software.

### Physical Requirements

Must be able to physically perform the basic life operational functions of climbing, stooping, kneeling, crouching, reaching, standing, walking, pulling, pushing, lifting, grasping, feeling, talking, and hearing.

Must be able to perform medium work exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

Must possess the visual acuity to prepare and analyze data, operate a computer and to make visual inspections to determine accuracy, neatness and thoroughness of work.

### Desirable Education and Experience

Graduation from a four-year college or university with a Bachelor's degree in recreation administration, physical education or closely related degree and responsible professional experience in aquatic management and instruction or an equivalent combination of training and experience.

### Special Requirements

Possession of a certified Pool Operator license.  
Possession of a Lifeguard Training Instructor certification. Possession of a valid North Carolina driver's license.