



**Anderson Mill
Parks & Recreation**

Aquatics Supervisor

Full-Time Hourly, 35-40 hours per week

Pay range \$17.31 - \$20.19 per hour

Description

Under the general direction and supervision of the District Manager, the Aquatics Director is responsible for oversight and management of the El Salido and Anderson Mill pool facilities which includes but is not limited to developing and implementing lifeguard and swim instructor/coach staff trainings, managing scheduling of all personnel, overseeing operations and maintenance of electrical and mechanical equipment. Major areas of responsibility is to ensure that the pool is functional and open as per scheduled and to balance and manage all health and safety concerns. This position will fulfill other duties as assigned. Must be available to work irregular hours and at various intervals, including weekends, holidays and evening hours.

EXAMPLES OF DUTIES

- Develop, implement and evaluate annual Aquatics department goals, budgets and objectives of the District's business plan as they relate to areas of responsibility.
- Manage aquatic & fitness department operation budget.
- Prepare and recommend budget requests, cost estimates and justifications for needed equipment, supplies, and personnel to the District Manager.
- Oversees upkeep and supply ordering for the aquatic facilities and fitness center.
- Plan, develop, implement, schedule, staff, promote, participate and evaluate aquatic programs to meet the needs of our constituency within the District and comply with the highest levels of safety, sanitary and regulatory standards.
- Generate reports, organize, and maintain information relevant to the ongoing measurement and analysis of data necessary for the operation of aquatic programs, classes, facilities and services.
- Maximize the utilization of District facilities and resources that will allow opportunities for program growth and membership development.
- Facilitate the creation of new aquatic programs and event offering while managing the success of existing long term offerings.
- Recruit, hire, train, schedule and supervise part-time, and contract staff members.
- Responsible for hiring and training of all aquatic and fitness personnel.
- Conduct, at a minimum, monthly staff meetings and life guarding in-service within department, monitor and evaluate staff performance, create staff rewards, and develop performance improvement plans.
- Oversees swim instructors.
- Oversees all lifeguard and swim instructor work schedules.
- Oversees seasonal swim lesson offerings.
- Manage all health and safety class offerings.
- Share in general staff responsibilities for facility coverage, program promotions, special events and community relations.

- Answer phones, greet public and provide general information for all classes, programs, rentals and events.
- Be a role model to all staff for excellence in customer service in accordance with the District philosophy.
- Perform other duties as assigned and attend board and committee meetings as requested.

Knowledge, skills and abilities:

- Effective verbal and written communication skills.
- The ability to speak English clearly and understandably.
- Read and follow diagrams and instruction written in English.
- Excellent computer skills required (strong MS Office background preferred).
- Ability to multi-task at various levels required.
- Knowledge of budget preparation, revenue projections, financial review, and personnel management
- Ability to function effectively under direct supervision and to develop effective working relationships with fellow employees and the public.
- **Must be available to work irregular hours and at various intervals, including weekends, holidays and evening hours**

Preferred Educational and Training Qualifications:

- Bachelor's degree from accredited college in Business, Recreation, Physical Education or related field with at least 2 years of experience in the development, promotion and implementation of recreation and leisure programs, events, activities, and classes.
- Without Bachelor's degree – 6 years of management experience is needed with well-developed skills in all areas.
- Experience with operation of a public or private pool, knowledge of pool safety, first aid and at least five years prior lifeguard and swim lesson experience required.
- Experience supervising and managing others is required.
- Must be First Aid, CPR, AED, Lifeguard and Swim Instructor certified or ability to obtain immediately upon hire, preferably as a trainer for each area.
- WSI (Water Safety Instructor) Certified, Program Instructor, CPO (Certified Pool Operator) or AFO (Aquatic Facility Operator) certificate or ability to be certified within 3 months of hire.
- Experience working with the public, especially in customer service required
- Must pass a drug screening test and background check
- Must possess a valid Texas Driver's license and a driving record which meets current auto liability insurance requirements

Mental Demands:

- Properly handling stress
- Effectively using oral and written communication
- Professional customer contact
- Balancing multiple concurrent tasks
- Effectively dealing with interruptions
- Maintaining confidentiality
- Creative problem solving

Working Conditions:

- The working conditions 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.
- This job is performed under a variety of conditions ranging from an indoor setting with a controlled environment to an outside setting and extreme heat.
- The noise level of the work environment will range from low to high.

Physical 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 essential functions.
- While performing the duties of this job, the employee is frequently required to walk; use hands to operate objects; and reach with hands and arms. The employee is occasionally required to sit and talk or listen.
- The employee must have the ability to perform the function of a lifeguard.
- Specific vision abilities required by this job include close vision and the ability to adjust focus.

EMPLOYMENT STANDARDS:

Must be able to work at times under minimal supervision in an administrative office atmosphere. Must be able to lift up to 20lbs and repeatedly, bend, stoop and type as well as spend time in the out of doors when required.

TRAINING & EXPERIENCE: Any combination of education, training and experience, which likely provides the required knowledge and abilities.

EQUAL OPPORTUNITY EMPLOYER:

Employment is contingent upon the successful passing of a Nation-wide and all county criminal background and sex offender screening. Anderson Mill Limited District is committed to a comprehensive affirmative action employment program and actively seeks applications from both sexes, ethnic minorities, and individuals with disabilities, US Veterans and qualified persons of all ages. AMLD is a "Drug Free" workplace. Employment candidates must submit to and pass a drug screening test prior to any offer of employment.

APPLICATION INSTRUCTIONS:

Applications are available at www.amld.org or at the Anderson Mill Community Center and Administrative Offices, 11500 El Salido Pkwy, Austin, TX 78750 or by calling (512) 258-4104. Mail or fax applications (and resume if available) to the Anderson Mill Limited District, 11500 El Salido Pkwy, Austin, TX, 78750. Fax (512) 258-5848. Questions, contact: Greg Williams at williams@amld.org or call (512) 258-4104.