



**Position Title: AQUATICS SUPERVISOR**  
**Department: Parks, Recreation & Cultural Arts**  
**Location: Kettering Recreation Center**

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**Employment Status:** Regular Full-Time  
**Reports To:** Facility Manager

**FLSA Status:** Exempt  
**Approved:** 01/2022

**GENERAL STATEMENT OF DUTIES:**

Performs professional administrative and supervisory work necessary to direct all aspects of the Main Pool and Water Park operation. Responsible for establishing policies and procedures for scheduling, supervising, maintaining and improving the operations and programs of the Aquatic area.

A supervisory position responsible for managing all aspects of the Aquatics operations and determining the leisure needs of adults and/or children in the community and planning programs accordingly. Supervises regular part-time, part-time temporary, contractual employees and instructors in the Aquatic area. Assures that assigned programs and facilities are adequately planned for the maximum safety and benefit to the community at large. Exercises initiative and professional judgment in the performance of duties.

**EXAMPLES OF WORK: (Illustrative Only)**

- Recruits, interviews, hires, orients, evaluates and supervises staff and work assignments in the Aquatics area;
- Supervises the maintenance and mechanical components of the Aquatics operation; inspects areas for maintenance and repair, cleanliness and safety and efficiency of operations;
- Plans, organizes and conducts orientation and in-service training for Aquatics staff;
- Maintains complete and accurate personnel, facility and program records;
- Plans and works with the department's Communications/Marketing Supervisor to implement timely promotional materials for community recreation programs;
- Responsible for budget development and management;
- Assists with the development of department mission and vision;
- Assesses recreation needs of citizens and develops programs in accordance with citizens' needs;
- Demonstrates versatility by assisting the Facility Manager with projects and tasks that may be outside of the realm of the Aquatics cost center;
- Regular and predictable on-site attendance required.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of the objectives and principles of public recreation, including a thorough understanding of activities that comprise a community recreation program. Experience in budget preparation and management. Thorough knowledge of facilities, equipment and maintenance programs needed in managing an Aquatic area and Water Park. Ability to maintain records, assimilate information, create reports and present ideas and recommendations clearly and concisely, both orally and in writing. Supervisory skills necessary to develop staff and volunteers. Program development and facility management skills. Experience in computer applications. Must be able to adapt to a varied work schedule involving long hours, nights, weekends and holidays as necessary to assure successful operation of the Recreation Division. Must be able to establish and maintain effective working relationships with city staff members, volunteers, community organizations and the general public.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

A degree in Parks and Recreation, a strong business background with demonstrated success in Aquatic facility operation management, budget management and computer applications is required. Water Safety and Lifeguard Training Instructors preferred. If not currently certified, certification will be required soon after appointment. Certification as a Pool & Spa Operator and/or Aquatic Facility Operator preferred. NRPA CPRP certification is desirable. Good organizational and staff supervisory skills are required, as well as the ability to work effectively with all employees, city officials, and the general public.

Job Description Approved by: \_\_\_\_\_



Date: \_\_\_\_\_

1/29/22