

## **CITY OF GREENCASTLE PARKS & RECREATION DEPARTMENT**

<b><u>Position Title:</u></b>	Aquatics Director/Assistant Director
<b><u>Responsible to:</u></b>	Parks Superintendent (Parks & Recreation Director)
<b><u>Department:</u></b>	Parks & Recreation
<b><u>Salary:</u></b>	\$26,500-\$37,500 (depending on qualifications)

### **General Statement of Duties:**

Performs all duties necessary for the efficient operation of the Greencastle Aquatics Center, Bob York Memorial Splash Park and Greencastle Parks & Recreation Department programs, which include the development, planning, coordination, and evaluation of year-around recreational, cultural, social, fitness programs, seasonal aquatic programs and the maintenance of facilities and grounds that reflect the interests and leisure needs of all age groups within the community and surrounding areas.

This position works under the general supervision of the Parks Superintendent (Parks & Recreation Director) and exercises general and technical supervision of seasonal park recreation aquatics and program staff.

### **Duties and Responsibilities:**

- ◆ The operation of the Greencastle Aquatics Center and Bob York Memorial Splash Park mechanical operations, preventative maintenance and pool water chemistry.
- ◆ The supervision of seasonal aquatics staff, creating employee schedules, safety training, and making sure safety certifications are current.
- ◆ Supervising recreational program employees; including development of a training schedule and conducting personnel evaluations.
- ◆ Evaluation of the department's programming schedule by creating revenue versus expense reports and evaluations for each program.
- ◆ Ordering supplies and materials for the pool concessions stands, pool chemicals, swim lesson forms, and normal operational supplies.
- ◆ The evaluation of the recreational needs and desires of the citizens of the City of Greencastle and creating programs to meet those needs.
- ◆ The promotion of all programs by utilizing all forms of advertising media.
- ◆ Working with the public to meet their special needs in order to participate in programs that are offered.
- ◆ Attending appropriate meetings and in-service trainings.
- ◆ Serving as a goodwill ambassador to the public by responding to citizen's concerns by answering and providing information and assistance.
- ◆ Assisting with grounds and park maintenance.

### **Knowledge, Skills and Abilities:**

- ◆ Possess a Bachelor Degree from an accredited college or university in community recreation, physical education or related field is desired.
- ◆ Two years of progressive experience in recreation management, swimming pool operations or other related areas is desired.

- ◆ Possession of a valid State of Indiana Driver's License.
- ◆ Possess a Certified Pool Operator (CPO) Certification within 6 months of hire.
- ◆ Possess a Certified Playground Safety Certification within 1-year of hire.
- ◆ Possess American Red Cross Water Safety Instructor (WSI) and Lifeguard Instructor (LGI) Certifications within 1-year of hire.
- ◆ Considerable knowledge of the preventative maintenance procedures of an aquatics facility and understand the basics of pool water quality control and the mechanical functions of pool equipment.
- ◆ Ability to monitor finances, which include:
  - Monitoring expenditures and revenues of programs and facilities responsible for.
  - Assisting the superintendent with processing bills and payroll.
  - Assisting the superintendent with the preparation of the annual budget, meeting staff needs, bids for equipment, and future planning and projects.
- ◆ Skills in personnel and public relations:
  - Investigate customer/citizen concerns and solve problems when appropriate.
  - Markets and promote parks, recreation and aquatics programs
  - Assists in recruiting and nurturing outside agencies and individuals in corroborative efforts relating to leisure programming and the department.
  - Ongoing involvement in City and Community committees and organizations.
- ◆ Ability to coordinate and determine the time, place and sequence of operations and/or actions to be taken in the development of a program or activity.
- ◆ Ability to communicate effectively with fellow employees and the general public by telephone, in written form, and/or face-to-face contact.
- ◆ Ability to walk long distances to program sites, and run, if necessary, traverse variable, steep or un-level terrain conditions not accessible by vehicle.
- ◆ Ability to perform a variety of physical labor activities as needed, including lifting, stooping, bending, lifting and carrying up to 100 pounds for a short distance.
- ◆ Ability to assist in park maintenance work and to operate a variety of motorized and power equipment including trucks, mowers, shovels, weed/grass trimmers, various hand tools, and other park maintenance equipment.
- ◆ Ability to complete other duties as assigned by the Parks Superintendent.

The Greencastle Board of Park Commissioners reserves the right to reject any and all submissions based on the commission's best interest and to waive any irregularities it may see fit with an applicant's qualifications. The City of Greencastle is an Equal Opportunity Employer, which does not discriminate on the basis of race, color, religion, sex, national origin, disability, age or other unlawful bias.

I, \_\_\_\_\_, have read and understand the above job description and agree to meet the responsibilities listed to the best of my abilities.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Witness:** \_\_\_\_\_ **Date:** \_\_\_\_\_