

## **City of Norwalk**

### **Job Description and Specifications**

Job Title: Recreation/Aquatics Supervisor  
Department: Parks & Recreation

Reports to: Director of Parks and Recreation  
FLSA Statue: Non-Exempt

Union Statue: Non-Union

Date: May 2015

Residency Requirement: 30 min response time Pay Range: \$36,000 - \$45,000

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#### Description:

The Recreation/Aquatics Supervisor assists the Parks and Recreation Director with daily operations and supervision of the Recreation Department, which includes the Aquatic Center and Sports Complex, and is responsible for the successful fulfillment of recreational needs of the City through effective implementation, planning, development and management of new and existing programs and facilities. This position also assists the Parks and Recreation Director in the budgeting, promoting and scheduling of programs and special events.

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#### Duties and Responsibilities:

- Plan, program and evaluate recreational and aquatic activities including classes for the community (youth and adult) both inside and outside of the sports complex, school facilities, other municipal facilities and Aquatic Center and public access sites where department activities occur.
- Plan, develop and manage new and existing youth and adult leagues which include flag football, basketball, volleyball, soccer, softball, baseball and both youth and adult swim programs.
- Support the Recreation Director with day to day operations such as enforcing policies, handling customer and staff questions and ensuring correct information is communicated to all parties.
- Assist the Recreation Director with in the development and programming of special events, classes and/or activities, and then promote and market those events.
- Create advertising releases for upcoming events to keep the public informed.
- Ensure excellent customer service for all Aquatic Center patrons.
- Assist the Recreation Director in the recruitment, training, scheduling, supervising and evaluating all staff and volunteers to assure consistency in programming.
- Discipline and dismiss staff with the approval and assistance of the Recreation Director.
- Complete staffs work schedules to ensure that the Aquatic Center have appropriate amount of staff for its activities.
- Monitor expenditures and revenues of programs and facilities.
- Perform weekly building and grounds inspection, monitoring and documenting items in need of repair.
- Secure building and complex at night following closing procedure.
- Handle scheduling and payments of pool rental.
- Participate and/or perform all staff in-service meetings or trainings as scheduled.
- Order concession stand, chemicals and janitorial supplies as necessary.
- Assist in janitorial duties to ensure a safe and clean environment.
- Perform other duties as may be assigned.

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Essential Functions:

- Able to coordinate and participate in pool activities.
- Able to operate photocopier, calculator, and other business machines.
- Able to read, speak, write, hear, and understand English effectively to communicate with others.
- Able to establish and maintain harmonious working relationships with other employees, officials, and the public.
- Able to lift and carry 75 pounds for various department and pool needs, including equipment.
- Able to walk long distances for supervision of recreation and pool activities.
- Able to repetitively bend and stoop to operate department equipment.
- Able to perform record keeping and mathematics necessary for water testing.
- Able to work long hours outdoors, occasionally under adverse weather conditions.
- Able to visually recognize persons in need of rescue and to perform water rescue in a timely fashion.
- Able to normally complete daily assigned tasks using coordination, stamina, judgment, and intelligence.
- Able to assure the health and safety of other individuals at the pool.
- Able to meet regular attendance and punctuality standards.

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Qualifications:

Position requires a Bachelor's degree in leisure studies, community recreation, or physical education or experience in the field for at least 2 years. The applicant must live in or be willing to relocate within the Metro area within 6 months of employment. Must possess knowledge of aquatics/recreation programs along with experience in sports management, aquatics, customer service and office machines. Must be self-motivated and have the ability to interact with many diverse personalities. Knowledge of the city government and department functions, structures, and procedures are helpful. Must be able to learn the recreation department's software. Personality traits must include integrity, tact, diplomacy, and politeness. Must be able to handle multiple tasks and prioritize with attention to detail. Frequent night and weekend work is a necessity. Must be certified in CPR, AED, CPO (Certified Pool Operator) Water Safety Instructor, and Life Guarding or must have the ability to acquire these certifications within 6 months of employment.