

Recreation Coordinator/Aquatic Supervisor

The Sun Valley GID is recruiting to fill the position of Recreation Coordinator/Aquatic Supervisor for four community parks and the Robert & Norma Fink Sun Valley Pool Complex and; responsible for planning, scheduling, organizing, coordinating, and conducting recreational programs and services and perform general building and grounds maintenance as needed. Responsible for supervising the activities and programs for the Sun Valley GID Pool facility to ensure public safety and compliance with rules and regulations; serves as lead to other lifeguards, coordinates pool activities and events, and provides customer services. The position reports directly to the Public Works Director.

Minimum Requirements:

1. Must possess a high school diploma or G.E.D. certificate
2. Must possess and maintain a valid Driver's License.
3. Supervisory principles and techniques
4. Principles of recreational programming and planning
5. Rules and regulation pertaining to swimming pool facility

Salary Range for Recreation Coordinator/Aquatic Supervisor \$34,860.00 to \$47,061.00. Initial salary will be DOE. Sun Valley General Improvement offers a competitive benefit package.

Applications will be accepted until 5PM June 14, 2019. Offers of employment are contingent upon successful completion of pre-employment requirements which include background check and drug screening. Sun Valley General Improvement District is an Equal Opportunity Employer and a Drug Free Workplace.

***ALL RESUMES MUST BE ACCOMPANIED WITH A COMPLETED SVGID APPLICATION!**

To apply: Email, fax or drop off your application and resume to:

Sun Valley General Improvement District
Attn: Public Works Director
5000 Sun Valley Blvd.
Sun Valley, NV 89433
(775) 673-2220 (phone)
(775) 673-7707 (fax)
cmelton@svgid.com

JOB DESCRIPTIONS PARK AND RECREATION

Title: Recreation Coordinator/Aquatic Supervisor
Department: Park and Recreation
FLSA Status: NON – EXEMPT
Classification: Safety Sensitive
Accountable: Public Works Director
Evaluated: Public Works Director

DEFINITION: Under general direction, responsible for planning, organizing, coordinating, and conducting recreational programs and services. Responsible for supervising the activities and programs for the Sun Valley GID Pool facility to ensure public safety and compliance with rules and regulations; serves as lead to other lifeguards, coordinates pool activities and events, and provides customer services.

DISTINGUISHING CHARACTERISTICS: This is the supervisory level position in the Lifeguard series. This classification is responsible for the development, implementation and coordination of assigned recreational, cultural and special event programs and services.

ESSENTIAL FUNCTIONS: *(Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).*

- Plans, organizes, assigns, supervises, reviews and evaluates assigned staff; ensures scheduling is appropriate to provide services to clients and SVGID departments.
- Selects staff for hire; trains staff in work procedures; administers discipline as required.
- Provides input into the budget and goal setting processes.
- Develops and implements recreation and facility goals, objectives, policies, procedures and work standards.
- Performs general building and grounds maintenance as needed.
- Assists in the development of reports and studies for submission to the General Manager and the Board of Trustees.

- Orders and accounts for the use of program supplies and equipment with direction by Public Works Director.
- Develops community programs; produces and disseminates marketing materials; reservations, park rentals schedules facilities and programs; orders program supplies.
- Works closely with General Manager in developing and transforming ideas into grant proposals.
- Responsible for researching and applying for grants.
- Maintain a variety of records pertaining to cash receipts, time cards, accident reports, swim lessons, training sessions, hepatitis B vaccinations, and Health Department, OSHA and Risk Management inspections.
- Maintain and service all pump room and maintenance equipment with minor repairs and routine maintenance. (Pool Facility)
- Ensures staff follows safety procedures and public safety and security procedures are followed.
- Represents SVGID with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

QUALIFICATIONS FOR EMPLOYMENT:

Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)

Knowledge of:

- Supervisory principles and techniques;
- Principles of recreational programming and planning;
- Scheduling and evaluations;
- Coordination of rescue efforts and emergency medical procedures;
- Life saving and water techniques;
- First aid and CPR procedures;
- Rules and regulations pertaining to the swimming pool facility;
- Pool equipment operation and health standards;

- Swimming and water safety instruction techniques; and
- Occupational hazards and standard safety practices.

Skill to:

- Swim with proficiency and endurance;
- Develop staffing strategies for pool events;
- Perform under the stress of frequent interruptions and/or distractions;
- Collect data and maintain routine records; and
- Develop emergency plans for the pool, utilizing available staff.

Ability to:

- Supervise, schedule, evaluate performance of, and discipline lower level staff;
- Recognize emergency and dangerous situations and react quickly and calmly;
- Enforce established policies, rules, and regulations;
- Respond to requests and inquiries from the general public and employees;
- Communicate clearly and concisely, both orally and in writing; and
- Establish and maintain effective working relationships with those contacted in the course of work.

Training and Experience:

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Possession of a high school diploma or equivalent; 3 seasons as a lifeguard; 2 years of experience planning, organizing and leading recreation, sports or

cultural programs; OR an equivalent combination of education, training and experience.

Required Certificates and Licenses:

- Possession of a valid driver’s license.
- Automated External Defibrillator (AED) certification.
- CPR for the Professional Rescuer certificate or equivalent (American Heart Association BCLS-C).
- Current certifications in Lifeguard Training.
- Current certified pool operator (CPO).

All required certifications and licenses must be maintained and current throughout duration of employment.

Physical and Mental Requirements:

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

Strength and stamina to constantly position self in stationary positions for long periods of time. Dexterity and ability to move on slippery and uneven surfaces. Strength and ability to maintain sustained physical exertion. Ability to observe and detect swimmers in distress and efficiently perform rescue techniques. Ability to tolerate exposure to constant noise, solvents, and chemicals. Strength, dexterity, and ability to transport up to 50 pounds frequently; over 50 pounds with proper equipment or assistance. Ability to appropriately handle stress and interact with others, including supervisors, coworkers, clients, and customers. Regular and consistent punctuality and attendance. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and

request such accommodations. Incumbents and applicants are encouraged to discuss potential accommodations with the employer

Working Conditions:

Work is performed under the following conditions.

Outside environment includes exposure from cool temperatures to extreme heat, wind, wet and/or humid conditions. Occasional exposure to hazardous conditions/situations including toxic fumes or caustic chemicals. Frequent contact with members of the public by responding to requests for service and assistance; occasionally dealing with difficult or emotional situations; frequent interruptions; and works closely with others. The noise level is usually moderately to extremely loud.

Employee's Acknowledgment: I acknowledge that I have read the above job description and have received a copy for my records.

Signature: _____ Date: _____