



Recreation Department **Aquatic Safety Supervisor (Part-Time)**

Mayor Pamela Bobst

Reports To: Aquatics and Safety Manager

Salary: \$18.00-19.00/hour DOQ

Shift: Flexible weekly hours to also include weekends

FLSA Status: Exempt

Position Overview:

Under the general supervision of the Aquatics and Safety Manager, the Aquatic Safety Supervisor will be responsible for the planning, scheduling, and supervising Aquatic staff. The Aquatic Safety Supervisor will assist in all events/activities within the department and will work directly with the public. The work is performed in both an indoor and outdoor pool facility. The employee may be exposed to adverse weather conditions as well as humidity, ultraviolet rays, pool chemicals and chlorinated water.

Duties:

1. Staff Management

80%

- Work a flexible schedule to cover any supervisor or lifeguarding shift openings (afternoon, evening and weekends) *
- Hire, train, schedule in When to Work and supervise Aquatic Supervisors and lifeguards*
- Recruit staff and build retention*
- Interact and communicate effectively with staff and patrons*
- Schedule and conduct thorough in-services and audits with the help of LGI's *
- Assist and teach Recreation University trainings*
- Assist with rentals, camp and birthday parties as needed*
- Enforces facility policies, rules and regulations*

2. Administrative Responsibilities

20%

- Plan and organize all pool special events, lifeguard Olympics, lifeguard appreciation day and end of season staff event *
- Inventory and pass out staff uniforms*
- Weekly inventory and restock of all recreation first aid supplies, crash bags and safety equipment*
- Assist in creating the monthly pool schedule*
- Assist in creating and monitoring the deck hand daily cleaning list for the outdoor pool*
- Daily cleaning and shutdown / opening schedules for indoor and outdoor pools*
- Monitors and tests for pool water quality. Maintains records of tests*
- Prepares & completes attendance records, county weekly pool / spa operation report, accident reports, supervisor reports, incident reports, evaluation reports and deposit reports as required*

**Denotes essential function of the job*

Minimum Qualifications:

- Certifications: American Red Cross Lifeguarding Certification.
- American Red Cross Lifeguard Instructor and Certified Pool and Spa Operator also preferred.
- Minimum age of 18 required.

Position will be posted until filled. Applications may be obtained at http://s804876413.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall.

Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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