

## Aquatics Supervisor

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### Statement of Purpose

The Aquatics Supervisor is responsible for the development, implementation, and evaluation of aquatic programs and part-time staff at Gaukler Family Wellness and VCPR Community Swimming Pools. This position ensures high-quality, lifelong recreation opportunities for community residents, manages aquatics budgets and forecasts, and develops and enforces policies that affect VCPR operations. The Aquatics Supervisor provides supervision, direction, training, and motivation to aquatics employees, and reports directly to the Facilities Manager on matters related to aquatic facility operations.

The Aquatics Supervisor is also an active member of the Special Events Team. This position requires presence at the outdoor pool during its operating season and at the indoor pool during swim lessons to ensure smooth operations and customer service.

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### Job Duties & Responsibilities

- Plan, develop, schedule, promote, and implement a comprehensive, year-round aquatics program to meet community leisure needs.
- Evaluate program success and provide recommendations for continuation, adjustment, or cancellation.
- Recruit, hire, schedule, train, supervise, and evaluate part-time, seasonal, and contractual staff, including disciplinary actions when necessary.
- Oversee aquatics revenue management, budget projections, and monitoring of revenues/expenditures, including purchase of materials and supplies.
- Maintain pool chemical levels and ensure all equipment complies with state and local health guidelines.
- Provide leadership in developing short- and long-range plans for aquatics programming.
- Establish and enforce standard and emergency operating procedures.
- Coordinate pool rentals, parties, out of town swimming lessons, and special usage, including billing and staffing.
- Be onsite during outdoor pool operations and indoor swim lessons to supervise staff, support participants, and ensure high-quality experiences.
- Prepare reports, analyze community needs and feedback, and provide recommendations.
- Work cooperatively with schools, recreation providers, community service groups, and partner agencies to maximize opportunities and minimize duplication of services.
- Develop and post weekly pool schedules, staff schedules, and ensure accurate program listings online and in brochures.
- Train and maintain staff certifications, including lifeguard, CPR/AED, and in-service sessions.
- Assist with daily pool maintenance and facility supervision as needed.

- Substitute as instructor or lifeguard when necessary.
  - Respond to public inquiries, phone calls, and emails in a professional and timely manner.
  - Collaborate with facility and recreation staff on program registration, scheduling, and promotions.
  - Assist with preparation and distribution of promotional materials (brochures, flyers, advertisements, news releases).
  - Participate in special projects, research, and reporting to assist management.
  - Serve as a member of the Special Events Team, assisting with planning, coordination, and execution of community-wide events.
  - Perform miscellaneous duties as assigned by the VCPR Executive Director or Facilities Manager.
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## **Knowledge, Skills & Abilities**

- Strong knowledge of aquatics program planning, organization, and implementation.
  - Ability to recruit, train, and supervise staff effectively.
  - Knowledge of pool water chemistry, mechanical systems, and safety standards.
  - Financial management skills, including budgeting and revenue monitoring.
  - Ability to work independently with minimal supervision in a fast-paced environment.
  - Strong organizational, communication, and interpersonal skills.
  - Knowledge of ADA inclusion practices in recreation and aquatics programming.
  - Proficiency in Microsoft Office and desktop publishing preferred.
  - Ability to establish positive relationships with staff, volunteers, community organizations, and the public.
  - Ability to manage multiple responsibilities, set goals, and adapt to changing priorities.
  - Physical ability to perform pool operations and assist with program setup (lifting up to 50 lbs).
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## **Supervisory Controls**

- Direct supervision of all aquatics part-time, seasonal, and contractual staff.
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## **Working Conditions**

- Office environment with computer use required.
- Evening, weekend, and holiday hours required.
- Extensive public contact in a high-volume environment.
- Exposure to pool-related environmental conditions (humidity, chemicals, wet surfaces, etc.).

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## Requirements

- Bachelor's Degree preferred (or equivalent combination of education/experience).
- Current CPR, AED, and First Aid Certification & Lifeguard Certification (or ability to obtain within 6 months and can be obtained in house).
- Must hold and maintain Lifeguard Instructor Certification (within 360 days of hire).
- Must hold and maintain Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) certification(within 360 days of hire).
- Preferred: American Red Cross Water Safety Instructor Certification.
- Valid North Dakota driver's license (or ability to obtain within 30 days of hire).
- Ability to work evenings, weekends, and holidays as needed.
- Physical ability to lift and carry 30–50 lbs; frequent bending, kneeling, and standing.
- Effective written and verbal communication skills with both full and part time staff.
- Ability to project a professional image and serve as a community ambassador for VCPR.

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This position is a vital part of the VCPR team, ensuring safe and enjoyable aquatic experiences while also contributing to community special events.