



JOB DESCRIPTION

Department	Aquatics
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Aquatics Supervisor
Classification	Salary/Exempt
Pay Range	\$36,788.54 - \$45,985.68 FT87

Job Summary

The Aquatics Supervisor is a full-time position in the Recreation Department Aquatics Division and is under the direct supervision of the Aquatics Managers and/or Swim Team Head Coach. The primary purpose of the Aquatics Supervisor is to provide outstanding service through warm interactions. The secondary responsibilities of this position are, but not limited to: overall assistant management of the Aquatics Division including assisting in program development and administration; personnel supervision; aquatic facility administration, lessons instruction, and swim team coaching. Employees in this classification must represent the Recreation Department in a professional manner, while instructing and monitoring aquatics personnel, members, guests, and program participants. A special emphasis on program development, more specifically, pre and competitive swim program.

Job Duties

- Work within the Aquatics Team to assist in the development of all aquatics programming, with an emphasis on Patriots Swim Lessons.
- Facilitate the training of swim instructors and continual development of swim instructor in service/professional development.
- Supervise the instruction of Patriots Swim Lessons sessions. Ensure timely, effective, quality lessons are taught on a daily basis.
- Coordinates lesson plans, report cards, rosters, swim instructors for Patriots Swim Lessons.
- Maintain current swim lessons enrollment and constantly explore avenues of program growth and development.
- Assist Aquatics Team with HR Duties related to Patriots Swim Lessons.
- Proactively monitor personal and Patriots Swim Lessons email/voicemail. Place a great emphasis on follow up with current and potential customers.
- Collaborate and innovate the Aquatics Team marketing efforts. Assist in data collection to document marketing effectiveness.
- Create and communicate Patriots Swim Lessons registration sessions, registration dates, and class details with RecPlex business services.
- Organize and facilitate swim instructor meetings for the purpose of communication, program development, and employee morale.
- Lead coach for a training group on competitive swim team. Coordinate the swim entries, communication, and assistant coaches assigned to that group.
- Design season plan and daily workouts for Lead coaching group. Communicate season plan and daily workouts to Head coach and assistant coaches.
- Assist in the coaching of swim team groups as assigned by the Swim Team Head Coach.
- Attend swim team coaches meetings.
- Organize and facilitate regular meetings with staff assigned to your Lead Swim Group.
- Be the aquatics liaison for 25% of swim meet rentals at the facility.
- Assist in maintaining swim meet equipment for hosted meets and swim meet rentals alike.
- Must be available for weekend work especially during swim meets.
- Must help with special events and "in house" and "out-of-house" special activities at the RecPlex.
- Develop a knowledge of Colorado Timing System & meet operations.
- Help in maintaining both safe and clean environment around the pools.
- Must be able to perform other duties and special assignments as directed by the Aquatics Manager including assignments that may be outside the primary area of employment.
- Must exhibit a teamwork attitude and self-motivation, take the initiative to solve problems and innovate.
- Must know and enforce all RecPlex, Village and Department rules, regulations, policies, standard operating procedures and guidelines.
- Attend weekly Aquatics Team, Department, and committee meetings throughout the RecPlex.
- Welcome and respond to calls, questions, concerns and feedback from customers regarding your staff and programs.

Physical Requirements

- The Aquatics Supervisor has a high degree of interaction and communication with staff and public. Exposure to stressful and emergency situations is foreseeable.
- The work schedule is subject to varying shifts, but must be available mid-day and evenings throughout the week. Long days and shifts could be required.
- The work of the Aquatics Supervisor is performed in an indoor pool environment with exposure to warm temperatures and heavy humidity; noise, slippery surfaces, water and pool chemicals.
- Long periods of attentiveness, swimming, jumping, diving, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moving about pool area, moderate lifting 15-50 pounds, moving heavy chemical barrels (15-55 gallons) weighing up to 500 pounds (with proper equipment), is required.

Requirements - educational, certifications and experience

- Must have one (1) year of coaching experience, and at least one (1) year of swim meet experience.
- Must have two (2) years of competitive swim experience.
- Extensive customer service and public relation skills are required.

Coaching Policy

Athletic/team Coaches are hired to instruct/teach specific skills where the coach is the teacher and the player(s) is/are the learner(s) and instill teamwork both during team practices and games. Coaches are not hired to participate with the players during scrimmages or active play, or endurance/strength training.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.