



North Manchester



Parks & Recreation Department

JOB DESCRIPTION

Job Title: FITNESS/AQUATIC SUPERVISOR

Department: NORTH MANCHESTER PARKS & RECREATION (NMPR)

Reports to: DIRECTOR OF NMPR

FLSA Status: FULL-TIME, BENEFIT

Salary: \$30,000-\$34,000

Submit Resumes to: Kathy Komorowski, Director

P.O. Box 252

North Manchester, IN 46962

(260) 982-4919

nmprdirector@cinergymetro.net

Application Deadline: September 19th, 2011

Interviews: Week of September 26th, 2011

Tentative Start Date: Week of October 10th, 2011

PRINCIPAL PURPOSE OF JOB: Provide day-to-day supervision of the fitness and aquatic staff, planning of fitness and aquatic programs and to ensure staff is providing a safe, clean, and fun environment while exceeding customer service expectations.

JOB DESCRIPTION: At this position you will get the opportunity to be a part of the new facility and incorporate creative ideas and experiences the facility can offer. Creation of new programs, events, and activities is vital to the sustenance of the new facility and you can be a part of the creation of programs, events, and activities. Managing and overseeing day-to-day supervision of the fitness and aquatic staff as well as planning fitness and aquatic programs, will be the primary focus for this position.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- ✓ Ability to teach and administer water safety qualifications
- ✓ Ability to teach and administer CPR & First Aid qualifications
- ✓ Ability to teach and administer lifeguarding qualifications
- ✓ Manage fitness and aquatic staff in a respectful and effective manner, ensure staff is performing to standards, and schedule staff as needed.
- ✓ Obtain knowledge of the programs the North Manchester Aquatic and Fitness Center offers.

ESSENTIAL DUTIES AND RESPONSIBILITIES continued:

- ✓ Be present on the pool deck during swim lessons to check on swimmers, answer member questions and concerns, and assist instructors with delivering quality swim lessons.
- ✓ Organize and plan programs, lessons and events in accordance with NMPR director.
- ✓ Demonstrate a thorough knowledge of lifeguarding principles and practices along with aquatic instructional programs and takes full responsibility for programs as assigned.
- ✓ Possess leadership skills and the ability to work effectively with members, youth, parents, volunteers, staff, and general public.
- ✓ Demonstrate effective oral and written communication skills.

QUALIFICATIONS

- Completion of a degree related to the field or 5 years experience in a supervisory position.
- Experience as a lifeguard and swim instructor.
- Satisfactory criminal record
- Must be Water Safety Instructor (WSI) certified.
- Must be CPR and First Aid certified.
- Certified as a First Aid and CPR Instructor is recommended.
- Certified Pool Operator (CPO)
- Must have knowledge in Exercise Science
- Valid Indiana Driver's License

COMPETENCIES

Must demonstrate and promote a personal understanding and appreciation to the mission, vision, and values of the North Manchester Aquatics and Fitness Center. Builds positive interactions both internally and externally to achieve work related goals. Ability to direct personal performance to achieve designed results with minimum supervision. Ensures that services criteria for self, staff and programs are set, reviewed and surpassed regularly to provide excellent service delivery. Treats everybody in a friendly and respectful manner and creates a pleasant, user-friendly atmosphere. Seeks and finds solutions to problems without waiting for direction. Knows when to take action on issues. Motivates and inspires self and others to take action to achieve desired outcomes in a positive, yet effective manner. The successful candidate will have strong program planning and administration skills; effective supervisory and leadership skills; exceptional customer service skills; and a general knowledge of Microsoft software and desktop publishing. Candidate must have the ability to work extended, evening or weekend hours.