TOWN OF EAST WINDSOR
Job Description

DEPARTMENT: PARKS AND RECREATION

TITLE: AQUATICS/YOUTH PROGRAM SUPERVISOR

POSITION:
Work involves assisting in planning, organizing and supervising assigned recreation areas and activities. Supervision is exercised over part-time employees and volunteers.

To act as a positive role model for our youth and staff, providing guidance and leadership, which will help, develop positive self-esteem, sense of fair play, cooperation, skill development and an understanding of the arts, physical activity and our environment.

An essential part of the duties of this position is assisting in developing a flexible and anticipatory organization which will provide cost-effective and customer-friendly delivery of quality services to the community; plus assisting in developing and utilizing the potential of each employee to successfully find new ways to deliver both the short and long-term needs of East Windsor consistent with the Town's goals and objectives. Responsible for delegating tasks to the Administrative Secretary and part-time staff.

Work is performed under the general supervision of the Director of Recreation. Work is reviewed through conferences and reports for overall program effectiveness and efficiency. Annual formal performance review by Director of Recreation.

PRIMARY DUTIES:
- Plans and organizes assigned recreational, social and cultural programs, consistent with the Town's quality service goals and the development of cost-effective, customer-friendly service delivery.

- Coordinates such programs as the Aquatics program, swim lessons, youth outreach, and special events.

- Visits programs as directed and assists instructors in problem solving.

- Provides information to public on programs.

- Participates in computerized registration of program participants; schedules use of Pavilion and other facilities; assists in the collection of, and accounting for activity fees.

- Schedules training and information sessions for volunteers and staff;

- Maintains records and prepares reports to the Director as assigned; assembles data for presentation to Director for use in departmental reporting and budget preparation.

- Assists in performing office administration tasks as needed.

- Knowledge of aquatic programming, management of staff and swim lesson implementation.

- Ability to lead, train, organize and supervise aquatics staff and activities.

- Performs related work as required.

- Teamwork both within departments and among departments is also required.

- Personnel are encouraged and expected to perform work not definitively described in their job descriptions.

QUALIFICATION PROFILE:
Should be at least twenty-one (21) years of age with a minimum of two years' experience working with youth.

- Graduation from a college or university with a Bachelor's degree in recreation or related field; or any equivalent combination of training and experience that provides the following knowledge, abilities and skills:

- Knowledge of the philosophy of planned community recreation.

- Knowledge of the equipment generally used in a recreation department.

- Knowledge of all sports in general and other recreational activities usually offered by a comprehensive community recreation program.

Ability to:
- Organize and carry out a recreation program for a defined group or activity.

- Comprehend and support the department's goal of establishing and maintaining quality community services through cost-effective, customer-friendly service delivery.

- Establish and maintain effective working relationships with employees, supervisors, program participants and the general public.

- Communicate effectively orally and in writing.

- Use personal computer and standard office software.

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SUPERVISED BY:
The Director of Recreation

LICENSE AND CERTIFICATION: Must possess a valid Connecticut Motor Vehicle Operator's License. BLS and First Aid Certification required. Certification in Lifeguard Training and Water Safety Instruction highly recommended.

PROBLEM SOLVING/DECISION MAKING:
Problem solving conducted on a daily basis.

PHYSICAL REQUIREMENTS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle or feel objects, tools or controls; and reach with hands and arms. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and may be infrequently required to run, swim, skate or ski.

The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision and the ability to adjust focus. Hand-eye coordination is necessary to participate in recreation leadership activities when required, and to operate a personal computer and other office instruments. The noise level in the work environment is usually quiet in the office, while moderate in the field. Numerous nights/weekends beyond the regular business day are frequently required.