

EMPLOYMENT OPPORTUNITY

Aquatics Supervisor – Program Specialist Parks Department

The City of University Park will not refuse to hire or otherwise discriminate against any individual with respect to his/her compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, national origin, disability, or age.

The City of University Park will not limit, segregate, or classify its employees or applicants for employment in any way which would deprive or tend to deprive any individual of employment opportunity or otherwise adversely affect his/her status as an employee because of such individual's race, color, religion, sex, national origin, disability, or age.

JOB DESCRIPTION

Aquatics Supervisor

- Responsible for the hiring process of 50 seasonal employees including receiving the proper documentation and certifications, scheduling shifts, processing payroll, coordinating and providing training, writing performance evaluations and disciplining employees when necessary.
- Develops, directs and implements various programs, including the cities Learn to Swim program, by assessing the needs of citizens, identifying the types of programs to offer, scheduling program dates, working with vendors and contractors to secure materials and equipment and develop materials needed to advertise programs to residents.
- Responsible for overseeing staff, chemical suppliers and maintenance contractors in maintaining water quality in pools and interactive features, insuring proper chemical levels and directs establish maintenance schedules of pumps, filters, chemical feeders and other compnets.
- Oversees the direction of pool staff regarding facility operations by addressing and resolving complaints and concerns from the public, responding to emergencies when required, preparing facilities for programs and party rentals and ensuring the cleanliness of facilities.
- Offseason responsibilities include year-ending wrap-up for the aquatics season, off-season projects to improve operations for next summer, and recruiting, hiring & training for next season that starts by February.
- Works closely with vendors and contractors to secure supplies and equipment for pool operations classes, programs and special events.
- Evening and weekend work maybe required.

Program Specialist

- Develops and administers advertising and communication tools; reviewing and evaluating programs and making recommendations to improve and expand recreation programs and services; and creating a positive, encouraging, and enjoyable environment for customers.
- Ability to contact and secure sponsorships to support special event programming at the pool and within the park system. The City currently host several special events annually.
- Work closely with YMCA and HPISD in scheduling the use of city properties for youth sports and school programs.
- Communicate clearly and concisely, both verbally and in writing with administrative staff and the general public; analyze, interpret and explain division policies and procedures; interpret and apply federal, state and local policies, procedures, laws and regulations; aid in the evaluation and preparation of facilities and programs annual budget.

MINIMUM REQUIREMENTS

A preferred bachelor's degree from a credited university or learning institution majoring in leisure studies, parks and recreation, physical education or closely related field. Three years work experience in aquatics or recreational programming may substitute for bachelor's degree. Certified or able to re-certify/obtain the following certifications with in 6 months: American Red Cross Lifeguard Instructor Certification, Water Safety Instructor, and Certified Pool operator or Aquatic Facility Operator. Supervisory experience preferred. This is a salaried position which may include working beyond the hours in a standard workweek. A core work schedule will be determined upon hire; considerable evening, weekend, and holiday work is required based on operational needs.

PHYSICAL & ENVIRONMENTAL CONDITIONS

Must be physically able to perform all rescues as described in the YMCA or Red Cross lifeguard program. Must be mentally alert and have visual and auditory capabilities to recognize potential hazards and accidents. Must be able to work a variety of hours to support pool operation and special events. Must be physically and mentally able to respond to emergencies and administer CPR and First Aid according to guidelines.

LOCATION

Holmes Aquatic Center at Curtis Park – 3500 block of Lovers Lane, University Park

SALARY

Exempt Position- Monthly \$3053 - \$4220

**Apply at City Hall Personnel Office, 3800 University Blvd., Dallas, 75205,
between the hours of 8:00 a.m. and 5:00 p.m., Monday - Friday.**

Applications can also be downloaded at uptexas.org

Position will be held open until filled