



POSITION ANNOUNCEMENT

POSITION TITLE: Assistant Program Supervisor (Seasonal)
DEPARTMENT: Aquatic Center
HOURLY RATE: \$12.90
OPENING DATE: December 1, 2016
CLOSING DATE: Until Filled

Interested candidates must complete and submit a Roy City Application and Resume to the Roy City Human Resources Office, 5051 South 1900 West, Roy, UT 84067. Applications may be downloaded at www.royutah.org.

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DRUG FREE WORK PLACE / EOE / ADA

GENERAL PURPOSE:

Performs a variety of first line supervising duties. Sees that established policies and procedure rules and regulations are carried out properly. Assists in the training of subordinate employees.

SUPERVISION RECEIVED:

Works under the supervision of the Aquatic Supervisor and the Program Supervisor.

SUPERVISION EXERCISED:

Supervises the facility including and not restricted to pool, office, basketball/racquetball courts, fitness area, indoor track, locker rooms/saunas, and grounds. Provides supervision to Lifeguards and Office staff. Supervises incidents, patron complaints and concerns.

ESSENTIAL FUNCTIONS:

Performs as a first line supervisor under the direction of the Aquatic Supervisor and the Program Supervisor.

Ensures compliance of policies and procedures by staff. Assists in the recruitment, training, evaluation, scheduling, and assigning of lower level employees.

Observes daily operations, enforces rules and policies, disciplines and ejects patrons for rule infractions.

Assists in the development of program training and work schedules in office and lifeguarding areas: monitors performance and makes suggestions affecting employment such as rewards and discipline. Notifies Program Supervisor and/or Aquatic Supervisor of rewards or disciplinary action taken with an employee.

Performs first aid as needed to assist individuals suffering injuries. Handles emergency situations by taking appropriate action. Notifies change of command in the event of an emergency and suggests if debriefing is needed.

Maintains constant alertness and awareness of patron activities to minimize exposure or threat of incident or accident. Monitors patrons to prevent theft or facility abuse.

Assists on an on call basis for shift shortages in all areas.

Through good public relations, helps interpret the policies and programs to the patrons and the community at large.

Prepares daily financial reports and assures the receipts are properly balanced.

Performs opening and closing procedures. Assures all systems are properly functioning. Secures doors and other accesses. Assures shift duties are completed, including proper accounting of revenues.

Performs other related duties as required.

MINIMUM QUALIFICATIONS:

1. Education and Experience:
 - A. Graduation from high school.
 - B. Three (3) years of progressively responsible experience in supervisory practices or related background.

-OR-

- C. An equivalent combination of education and experience.

2. Required Knowledge, Skills and Abilities:

General principles of supervision. Considerable knowledge of the duties and regulations of the facility and each program offered. Basic understanding of financial management related to cashiering and changing money. Knowledge of risk management issues and how to prevent and deal with the same.

Ability to establish and maintain effective working relationships with employees and the public. Ability to communicate effectively, verbally and in writing. Demonstrates good judgment and decision making skills.

Ability to plan, supervise, teach, assign, and train subordinate employees. Teaching skills in swimming, lifeguarding, first aid, water rescue, resuscitation and other job related programs. General knowledge in swimming pool equipment, operations, maintenance and custodial skills.

3. Special Qualifications:

Must be Red Cross certified in Lifeguard Training, CPR for the Professional Rescuer, First Aid, AED and O2 certifications.

4. Work Environment:

Incumbent of the position performs in an active work environment with appropriate climate controls. Tasks require a variety of physical activities, frequently involving muscular strain, such as walking, standing, stooping, sitting, reaching and lifting. Talking, hearing and seeing are an essential requirement of the position. Common eye, hand, finger, leg and foot dexterity is required in many job functions. Mental application utilizes memory for details, verbal instructions, emotional stability, discriminate thinking and some creative problem solving.