

**ST. MARYS AQUATIC CENTER
JOB DESCRIPTION**

PARK SUPERVISOR

Position Summary: To assist the SMAC Director in providing a safe, clean and enjoyable environment for all guests and staff. Park Supervisors assist the SMAC Director with hiring, training, scheduling, and supervising staff. Park Supervisors are responsible to see that the Park is maintained and operated on a daily basis in accordance to established Park policies and procedures. The Supervisors oversee staff, training, cash control, record keeping and other park operation needs. This position reports directly to the SMAC Director.

Status: Seasonal

Qualifications and Requirements: Current certification in Lifeguarding, First Aid, and CPR required. Previous Lifeguard experience in a multi-pool facility preferred. Must be computer literate and have the ability to operate office machinery. Certified Pool Operator, Life Guard and Water safety Instructor certifications, prior food service, water testing and pool maintenance experience helpful.

Physical Requirements and Working Environment: Sitting and standing for long periods, walking, stooping, and lifting is required. Must be able to lift 50lb, speak and hear clear enough to facilitate effective communications. Outdoor and indoor work exposed to sun, heat and various weather conditions.

Job Duties examples of, but not confined to:

Be an advocate for the PSA Leisure Service Department and St. Marys Aquatic Center management. Always represent management and staff in a positive manner when dealing with unhappy customers or staff. Report all staff complaints to your direct supervisor.

Supervise all staff and hold employees accountable to perform their various job assignments in concordance with SMAC policies and procedures included in the operation and Employee manuals.

Understand all the various components involved in the SMAC operation and be able to assist in those operations.

Assure that staff is adequately trained and scheduled for the safety of park guests and the efficient operation of the facility.

Make sure that all water testing, inventories, test logs and operation checklists are completed as scheduled and comply with all governmental guidelines.

Assist with planning, scheduling, implementing and documenting in-service training when assigned by SMAC Director.

Respond to all incidents insuring adherence to all policies and procedures by staff.

Monitor cash handling procedures. Verify register receipts, cash bank totals, change orders, skims, make daily deposits, and cash bag pick ups.

Respond to guest complaints in a manner that follows SMAC policies and procedures.

Monitor that all equipment is maintained in working order and that any maintenance needs are reported to the SMAC Director.

Monitor inventories of supplies and stock and insure that all storage areas are kept clean and organized.

Assist the Director in handling disciplinary problems with staff following the personnel guidelines.

The majority of the work shift is to be spent outside in the park among the guests and employees but office work is also required. Maintain the supervisory focus outside as much as possible.

Act as the SMAC Director's representative when the Director is not on property.

Other duties as assigned

I have read and understand the above job description for the position of Aquatics Supervisor at the St. Marys Aquatic Center.

Employee Signature _____ **Date** _____