

# CITY OF HELENA



**Position Title:** Recreation & Aquatics Program Manager

**Department:** Parks Recreation

**Division:** Aquatics/Recreation

**Grade:** 145

**FLSA:** Exempt

*The City of Helena is an equal opportunity employer. The City shall, upon request, provide reasonable accommodations to otherwise qualified individuals with disabilities.*

## **Job Purpose:**

The purpose of this position is to assist in and perform planning, coordination and supervision of comprehensive recreation and aquatics programs and activities. This position also coordinates assigned activities with other division, outside agencies and the general public. The position provides highly responsible and complex staff assistance to the Parks and Recreation Director.

**Essential Duties:** *These job functions are the essential duties of the position and are not all-inclusive of all the duties the incumbent may be assigned.*

This position assists the department director in preparation and administration of the aquatics and recreation budgets; monitors associated transactions; and prepares, reviews and processes claims and use agreements. The incumbent assists in the development, recommendation and implementation of goals, objectives, policies, procedures and work standards for the assigned programs; formulates and organizes the program plans and schedules for seasonal and year-round activities; evaluates the programs and services and makes recommendations for enhancements and modifications. The position also acts as a liaison with a variety of advisory boards, community groups, agencies and schools; and creates and distributes marketing materials, including management of the associated webpages and social media.

The position provides direction and supervision to temporary staff and volunteers, including selecting, monitoring, training, scheduling, and determining workloads; assists with disciplinary and evaluation processes; oversees and helps conduct in-service training and staff meetings; enforces safety and operating procedures and maintains close communications with the director and superintendent pertaining to developing issues, incidents, and maintenance needs of the aquatics and recreation facilities.

## **Aquatic Program**

This position oversees the operations of the Last Chance Splash Water park and Pool including making sure equipment, uniforms, cleaning and concessions supplies are ordered; ensures water chemicals are checked and water clarity is managed; coordinates with Parks Maintenance staff for repairs and daily operations; ensures daily operating procedures are followed; supervises the collection, recording and deposits of fees and bills; and prepares an end of season report that includes monthly attendance, revenues, program assessment, needed equipment, costs, and recommendations for next season.

## **Recreation Program**

This position oversees the management of recreation user groups (schools, softball association, youth organizations, etc.) which includes annual scheduling, monitoring, processing payments, and creating an annual use report. The incumbent monitors the day-to-day operations of recreation programs and events, making site visits, handling and resolving complaints and ensuring that programs have required materials and supplies. The position will also foster and develop new recreation program partnerships with community groups, county, state and federal agencies and private industry as well as research and prepare grant applications for recreation program support, including monitoring grant and funds.

## **Essential Knowledge, Skills and Abilities Related to this Position:**

### **Knowledge of:**

- Philosophy, trends, principles, and techniques of aquatic and community recreational programs and services;
- The facilities and equipment needed in a community recreation program and or proper physical planning and arrangement of activities.
- Techniques of leading and overseeing daily program participants and activities;
- Practices of supervising and training lower-level seasonal staff and volunteers;
- Concepts of safe working practices; and record keeping practices.
- Appropriate public relations skills, i.e. how to diffuse a negative situation, how to educate patrons of rules in a positive manner.
- Maintaining an aquatics program.
- Current lifesaving, rescue, and safety procedures and standards.
- Components of a successful learn to swim program.

### **Skill or ability to:**

- Discern when to include higher in command.
- Provide assistance to lifeguards and patrons in non-emergency and emergency situations.
- Make quick decisions in an emergency situation, while remaining calm.
- Direct the work of others and develop an effective team;
- Give verbal instructions understandable to young children and inexperienced staff.
- Communicate and act effectively with co-workers, supervisors, users and participants and the general public sufficient to exchange or convey information and to receive work direction.
- Planning and organizing program elements;
- Prioritizing and handling multiple tasks;
- Effectively communicate both orally and in writing.
- Maintain a calm, professional manner in all situations.
- Make sound, independent judgments within specific program or activity guidelines and practices.
- Intrinsically motivate.
- Be attentive, responsible, and respectful.
- Operate a computer and Microsoft Suite software programs and PEAK park scheduling software.

### **Physical Demands:**

Ability to work in a standard office environment with ability to travel to different locations. Ability to see, hear, stoop, climb, crawl, lift up to 75 lbs and speak to interact with public and city staff. Ability to work in outdoor environments in hot and cold weather. Ability to walk outside for extended periods with little breaks and perform custodial duties such as sweeping, mopping, dusting, scrubbing and other related duties. Ability to cover and uncover pool by using pool insulation mats.

### **Minimum Qualifications (Education, Experience and Training):**

This position requires a Bachelor's degree in recreation, leisure services, physical education or related field; a minimum of two years/seasons as a lifeguard and/or pool maintenance person including working with children in a recreational or educational setting. Requires experience with public contact and community organization. Other relevant combinations of education and work experience may be evaluated on an individual basis.

### **License or Certificate:**

Must possess a valid driver's license with acceptable driving record at the time of hire and have the ability to obtain a valid MT driver's license within six months of hire.

Must possess or have possessed in the last 3 years: Lifeguard/First Aid, CPR/AED for the Professional Rescuer, CPR/AED for the Professional Rescuer Instructor and Lifeguard/First Aid Instructor and be able to obtain within 12 months of hire. Other preferred certifications include: Instructor in Water Safety, Water Safety Instructor and Certified Pool Operator.

**Supervision Received:**

General direction of Parks & Recreation Director

**Supervision Exercised:**

Direct supervision of aquatics and recreation program staff.

The specific statements shown in each section of this position description are not intended to be all inclusive. They represent typical elements and criteria considered necessary to perform the job successfully.