



## **Recreation and Aquatics Supervisor**

### **Cross Plains Parks and Recreation Department**

**Contact Name:** Michael Axon

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**Closing Date:**

**Salary:** \$40,000 - \$54,000

#### **Description:**

Do you enjoy a fast paced work environment full of variety – not the same thing every day? If so, the Village of Cross Plains needs you! The Village of Cross Plains is looking for an exceptional candidate as our next Recreation and Aquatics Supervisor. Located in close proximity and lying 14 miles west of Wisconsin's capital city of Madison, Cross Plains is a growing community with a rich history. The community is very proud of its small-town charm, outstanding schools, and outdoor recreational opportunities. Amenities like the Ice Age Trail, Driftless Area foothills, and Black Earth Creek make the community a great place to work, live, and play.

#### **GENERAL DESCRIPTION**

Under the Direction of the Parks and Recreation Director, the Recreation and Aquatics Supervisor will be the primary staff for planning, implementing, supervising, and evaluating various youth, teen, and adult recreation and aquatic programs and staff.

#### **ESSENTIAL JOB FUNCTIONS**

The job functions listed herein are neither exclusive nor exhaustive but are intended to be illustrative of the types of tasks the employee will most likely be expected to perform on a regular basis. The employee may be asked to perform different or additional tasks than the ones listed here, as the needs of the employer and/or the requirements of the position change.

- Develop, promote, and operate adult and youth recreation programs and athletic leagues. In conjunction with the Parks and

Recreation Director, work with athletic organizations to schedule and coordinate activities, tournaments, park facilities and field

reservations for youth and adult athletic leagues.

- Assist with the management of programming of outdoor aquatic facilities including reviewing and updating

manuals/policies/procedures, ordering supplies, scheduling, organizing swimming lessons, pool rentals, monitoring certifications

of lifeguards, training and supervising seasonal employees.

- Prepare program budgets and maintain records for assigned programs. Develop and maintain

necessary program reports and

forms including permission forms, emergency forms, attendance forms, training records, profit/loss reports, and evaluation

reports.

- Assist Parks and Recreation Director with recreation and aquatics division budget preparation.

Process operating expenditures

for recreation and aquatics activities, including payroll for division employees, reviewing time sheets, and verifying hours and

rates.

- Prepare for publication of a variety of flyers, calendars, press releases, website material, and brochures to promote and

publicize recreational activity to the general public, staff, volunteers, and participants. Utilize social media platforms to promote

activities and programs. In conjunction with other Recreation staff, monitor department pages for interactions and feedback

from community members.

- Implement strategies that support recruitment of new program participants and retention of existing participants along with

strategies for recruitment and retention of seasonal program staff.

- Coordinate Lifeguard Certification courses. Coordinate American Red Cross First Aid/CPR, AED for the Professional Rescuer

Certification for facility attendants.

- Assist with the Recruitment, interview, hire, train, supervise, and evaluate program employees.

Prepare and lead staff in-

services for assigned programs.

- Attend Parks, Recreation, and Conservancy Committee Meetings as needed. agenda items for Parks, Recreation and

Conservancy Committee Meetings as needed.

- May perform duties of Parks and Recreation Director in their absence, as assigned.

## QUALIFICATIONS

Minimum of 1-3 years of secondary education in: recreation programming, administration, and/or related field. Or, 3-5 years of equivalent experience and additional training which may include the combination of the following knowledge, experience, and skills:

- Skills and ability to promote, implement, and supervise recreation programs such as sports leagues, enrichment programs, field

trips, and special events.

- Experience in establishing and maintaining cooperative relationships with associates, subordinates, program participants, and

the public.

- Experience in supervising seasonal and part-time employees, including monitoring work activities, providing training, and

evaluating performance.

- Experience in being creative, working independently, and within a team atmosphere.

#### SPECIAL REQUIREMENTS:

- CPR/AED Certificate or ability to obtain within 3 months of date of hire.
- American Red Cross Lifeguard Certification or ability to obtain within 12 months of date of hire.
- American Red Cross Lifeguard Instructor Certification or ability to obtain within 24 months of date of hire. Valid unencumbered

Wisconsin driver's license and safe driving record.

#### SCHEDULE

This position is non-exempt and works varying hours to meet the needs of the programs, services, and community. Normal working hours are Monday – Friday, 7:30 am – 4:00 pm. Nights and weekends as needed. Flex schedule as needed.

#### BENEFITS

The Village of Cross Plains offers an extensive benefit package including: Health and Dental Insurance, Wisconsin State Retirement System, Flexible Spending Account, Deferred Compensation, Holiday and Sick Leave, Basic Life Insurance, Family & Medical Leave.

#### APPLY TODAY!

Please include a cover letter, resume, and three (3) references to [maxon@cross-plains.wi.us](mailto:maxon@cross-plains.wi.us)

The Village of Cross Plains is an Equal Opportunity Employer.