



Recreation Program Manager - Aquatics

City of Bloomington

Contact Name: Lindsey Denny
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Contact Phone: 309-434-2602
Closing Date:
Salary: 64,982 - 73,105

Description:

Responsible level of work in planning, organizing and directing various recreational programs for the general public and/or special populations. Responsible for the development, coordination, and supervision of a major sector of the Recreation Program including Aquatics. This position will be responsible for managing two swimming pools in the summer, many of the year-round Youth Sports programs, and planning and assisting with Special Events and Concerts. Work involves a variety of public contact with volunteer groups, news media and the general public.

This list may not include all tasks and/or knowledge which may be expected of the employee, nor does it cover all specific duties which may be required. Other duties may be assigned.

Plan, organize, schedule, direct and/or lead various recreational programs; organize, supervise and stimulate interest among the general public, teenagers, senior citizens, and individuals with disabilities in various social and sports events, hobbies, educational and other recreational activities.

Develop and monitor program and department budgets; submit receipts and bills for payment.

Secure supplies, equipment and facilities; prepare brochure articles, news releases, flyers, schedules and pamphlets designed to interest the public in programs.

Recruit, interview, hire and train seasonal staff and volunteers; supervise and evaluate performance.

Contract with staff and performers for specialized programs.

Supervisory Functions

Supervise seasonal employees, and participate in the hiring and training of staff.

Develop staffing plan, and develop and maintain weekly staff schedules to ensure coverage.

Direct seasonal staff to ensure performance continues to meet customer service and other standards.

Interview and select department personnel in consultation with Assistant Director of Bloomington Parks, Recreation & Cultural Arts, subordinate staff and Human Resources.

Make recommendations for formal staff discipline within the department, in consultation with Assistant Director of Bloomington Parks, Recreation & Cultural Arts, subordinate staff and Human Resources Director.

Monitor contractual obligations between departments and other agencies or businesses.

Assure adherence to standards and work relating to safety.

Education/Experience:

- Bachelor's Degree in Recreation or a related field
- Aquatics and Youth Sports programming experience
- Two (2) years Recreation experience in a supervisory role.
- Possess a basic understanding of water chemistry
- Previous experience in managing Aquatics with First Aid/CPR/AED certification
- Lifeguard Instructor Certification/Water Safety Instructor – or ability to obtain
- Two (2) years' experience in aquatic facility management preferred
- Aquatics Pool Operator Certification – or ability to obtain

Certificate or Licenses:

- Bachelor's Degree in Recreation or a related field
- First Aid/CPR/AED certification – or ability to obtain
- Lifeguard Instructor Certification/Water Safety Instructor – or ability to obtain
- Aquatics Pool Operator Certification – or ability to obtain

Physical Requirements/Working Conditions: Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

Work is performed in both office and field environments. Oversight activities may take place in moist or humid conditions and in a range of outdoor temperatures.