

City of Adel Job Posting

Aquatics/Recreation Supervisor

The City of Adel, a growing suburb in the vibrant Des Moines metropolitan area with a population of approximately 5,600, is accepting applications for the exempt position of Aquatics/Recreation Supervisor. This is a full-time position reporting directly to the Parks & Recreation Director at Adel City Hall.

The Aquatics/Recreation Supervisor is responsible for a variety of functions to fulfill the recreational and aquatics needs of the City, including the planning, development, management, implementation, and evaluation of new and existing programs and facilities. The incumbent will also assist the Parks & Recreation Director in budgeting, promoting, and scheduling.

The ideal candidate will be detail-oriented, accurate, take initiative, be adaptable, enjoy interacting with diverse personalities, and be ready to take on new tasks and projects as the City grows.

Frequent evening and weekend work is required. Please consider carefully before applying.

The incumbent will also work on special projects in conjunction with other City departments as assigned by the Parks & Recreation Director, City Administrator, and the Adel City Council.

A complete job description may be found at www.adeliowa.org.

A bachelor's degree in leisure studies, community recreation, recreation management, physical education, or experience in the field for at least two years is required. The incumbent must possess knowledge of aquatics/recreation programs along with experience in sports management, aquatics, and customer service.

The incumbent must be certified in CPR, AED, Certified Pool Operator, Water Safety Instructor, and Lifeguard Instructor or have the ability to acquire these certifications within six months.

The starting salary for this position is \$51,000+ DOQ, with an increase up to \$56,000 DOQ after a successful interim review. The City offers a comprehensive benefit package, including health and dental insurance, along with retirement through the State of Iowa (IPERS).

Interested applicants must submit a cover letter, resume, and a City application (which may be found at www.adeliowa.org) to Anthony Brown, City Administrator, at abrown@adeliowa.org or by mail or dropping off at Adel City Hall, PO Box 248, 301 South 10th Street, Adel, Iowa, 50003.

The initial application deadline is Thursday, August 5, 2021 at 4:30 p.m., though this position will remain open until filled. Interested applicants are encouraged to apply as soon as possible.

Initial interviews may be held shortly after receiving applications and will continue until the hiring process has been completed. For more information, please call (515) 993-4525 or email Parks & Recreation Director Nick Schenck at nschenck@adeliowa.org or City Administrator Anthony Brown at abrown@adeliowa.org

The City of Adel is an Equal Opportunity Employer.

**CITY OF ADEL
JOB DESCRIPTION**

TITLE: AQUATICS/RECREATION SUPERVISOR

DEPARTMENT: PARKS AND RECREATION

POSITION STATUS: FULL TIME

FSLA: EXEMPT

REPORTS TO: DIRECTOR OF PARKS AND RECREATION

LAST UPDATED: July 13, 2021 (minor edits provided by Sadie Mudder)

PURPOSE OF POSITION:

Under supervision of the Parks and Recreation Director, the Aquatics/Recreation Supervisor assists the Parks and Recreation Director with daily operations and supervision of the Parks and Recreation Department, which includes the Adel Family Aquatic Center, and is responsible for the fulfillment of recreational needs of the City through implementation, planning, development, and management of new and existing programs and facilities. This position also assists the Parks and Recreation Director in the budgeting, promoting, and scheduling of programs and special events.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Plan, program, and evaluate recreational and aquatic activities, classes, and special events for the community (youth and adult) at municipal sport complexes and facilities, school facilities, and aquatic center.

Develop social media content to promote department/programs and manage the various platforms. Provide press releases, newsletter information, and website updates on upcoming events and activities to local media.

Support the Parks and Recreation Director with day-to-day operations such as enforcing policies, handling customer and staff questions, and ensuring correct information is communicated to all parties.

Monitor expenditures and revenues of programs and facilities.

Utilize Sportsman SQL (or similar database management software) to manage registrations, facility rentals, and daily sales at the aquatic center.

Provide training clinics for volunteer coaches and referees.

Assist the Parks and Recreation Director in the recruitment, training, scheduling, supervising, and evaluating all staff to assure consistency in programming.

Discipline and dismiss staff with the approval and assistance of the Parks and Recreation Director.

Ensure excellent customer service for all Aquatic Center patrons.

Complete staff work schedules to ensure that the Adel Family Aquatic Center has appropriate staff to operate safely.

Handle scheduling and payments of Adel Family Aquatic Center rentals and daycare/day camp visits.

Manage programs, staff, and day-to-day operation of the Adel Family Aquatic Center.

Perform routine pool maintenance.

Order food and beverage supplies and janitorial supplies for the Adel Family Aquatic Center Concession Operations.

Participate and/or perform all staff in-service meetings or trainings as scheduled.

Attend Park and Tree Board meetings and other related meetings as required.

Perform other duties or assume other responsibilities which may be deemed necessary by the Parks and Recreation Director.

ESSENTIAL FUNCTIONS, WORK ENVIRONMENT, AND FREQUENT PHYSICAL DEMANDS

- Able to coordinate and participate in Adel Family Aquatic Center activities.
- Able to operate photocopier, calculator, and other business machines.
- Able to read, speak, write, hear, and understand English effectively.
- Able to establish and maintain good working relationships with other employees, officials, and the public.

- Able to lift 100 pounds for various department and aquatic center needs, including equipment.
- Able to repetitively bend and stoop to perform duties and operate department equipment.
- Able to perform record keeping and mathematics necessary for pool water testing.
- Able to work long hours outdoors, occasionally under adverse weather conditions.
- Able to visually recognize persons in need of rescue and to perform a water rescue in a timely fashion.
- Able to assure the health and safety of other individuals at the Adel Family Aquatic Center.
- Able to meet regular attendance and punctuality standards.

QUALIFICATIONS:

Position requires a bachelor's degree in leisure studies, community recreation, recreation management, physical education, or experience in the field for at least 2 years. Must possess knowledge of aquatics/recreation programs along with experience in sports management, aquatics, and customer service and office machines. Must be self-motivated and can interact with many diverse personalities. Knowledge of the city government and department functions, structures, and procedures are helpful. Must be able to learn the recreation department's software.

Personality traits must include integrity, tact, diplomacy, and politeness. Must be able to handle multiple tasks and prioritize with attention to detail.

Frequent night and weekend work is a necessity.

Must be certified in CPR, AED, CPO (Certified Pool Operator), Water Safety Instructor, and Lifeguard Instructor or must have the ability to acquire these certifications within 6 months of employment.

ACKNOWLEDGEMENT:

I have carefully read and understand the contents of this job description. I understand the responsibilities, requirements and duties expected of me. I understand that this is not necessarily an exhaustive list of responsibilities, skills, duties, requirements, efforts or working conditions associated with the job. While this list is intended to be an accurate reflection of the current job, the City of Adel reserves the right to revise the functions and duties of the job or to require that additional or different tasks be performed as directed by the City of Adel. I understand that I may be required to work overtime, different shifts or hours outside the normally defined workday or workweek. I also understand that this job description does not constitute a contract of employment nor alter my status as an at-will employee. I have the right to terminate my employment at any time and for any reason, and the City of Adel has a similar right.

Employee's Signature Date _____
City Administrator Date

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