



Charter Township of Orion

Position Available **Aquatics Supervisor**

Under the general direction of the Parks & Recreation Assistant Director, responsible for overseeing the aquatic programming and facilities. Manages the aquatic staff, training, and ensures safety for patrons and staff. Position requires knowledge normally acquired through a bachelor's degree in a relevant field such as Recreation Management, Sports Management, Physical Education, Aquatics, or related field. Certified Lifeguard, Lifeguard Instructor, and Water Safety Instructor required. Certifications required within six months of hire: Pool Operator or Aquatic Facility Operator, CPR, First Aid. Approved applicant must have a complete physical and drug screening along with background check.

Review the full job description below for complete details and qualifications.

Full-time position plus benefits, salary range \$60,000 - \$72,000.

Please submit your completed application, resume and cover letter to the Orion Township Supervisor's Office, 2323 Joslyn Road, Lake Orion, MI 48360.

Positions open until filled.



Charter Township of Orion

Job Description

Job Title: Aquatics Supervisor
Department: Parks & Recreation
Reports to: Parks & Recreation Assistant Director
Union Affiliation: Non-Union
Position Level: NA
FLSA Status: Non-Exempt

Job Summary

Under the general direction of the Parks & Recreation Assistant Director, responsible for overseeing the aquatic programming and facilities. Manages the aquatic staff, training, and ensures safety for patrons and staff.

Essential Job Functions

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the level and/or class of this position.

1. Manages the lifeguard staff, including on-boarding, continuous training, and verification of certifications.
2. Manages the schedule of the indoor and outdoor pool facilities and usage.
3. Develops curriculum for classes and programs offered by the Parks and Recreation Department including swim lessons and other aquatic programming.
4. Establishes and enforces emergency response protocols for water-related incidents. Develops, maintains training, implements general 1st responders for overall facility.
5. Ensures compliance with safety regulations, permits, and guidelines for the Indoor and Outdoor pool and all aspects of the Recreation Center as a whole.
6. Reports facility and equipment issues to management and participates in identifying resolutions.
7. Offers input to budgeting for aquatic operations.
8. Assists with staffing for instructors.
9. Maintains list of certification expirations and ensures all lifeguards and instructors are up to date on certifications.
10. Develops and implements aquatic programming.

11. Identifies and mitigates potential risks associated with aquatic activities.
12. Documents training materials, training participation, incidents, and staff certifications.
13. Establishes professional relationships with partners who can offer specialized aquatic programming.
14. Assists with development, implementation and staff training of Emergency Preparedness Plan.
15. Performs other duties as assigned.

Job Qualifications

1. The job requires knowledge normally acquired through a bachelor's degree in a relevant field such as Recreation Management, Sports Management, Physical Education, Aquatics, or a related field.
2. Certified lifeguard, lifeguard instructor, and Water Safety Instructor required. Certified Pool Operator or Aquatic Facility Operator certification within six months of hire.
3. Significant experience in aquatics, including lifeguarding, swim instruction, and program management.
4. Previous experience in a leadership or supervisory role within an aquatic environment.
5. Proven experience in staff management including hiring, training, and scheduling.
6. CPR and First Aid certified within six months of hire.
7. Understanding of safety regulations and compliance standards for aquatic facilities.
8. Knowledge of emergency response protocols and ability to effectively manage emergencies.
9. Must be physically able to demonstrate instructions.
10. Proficient in Microsoft Word, Excel, and Outlook.
11. Ability to communicate effectively both verbally and in writing.

Working Conditions/Physical Demands

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this position. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of this position.

1. Indoor and outdoor work environment. May be exposed to hot temperatures.
2. The position requires a flexible schedule that may include evenings and weekends.
3. Extended workday (beyond 8 hours/day) may be required.
4. This position may require extended periods of standing, sitting, and being in a pool.

I have reviewed and understand the above job description and believe it to be accurate and complete and that I can successfully fulfill each duty or task. I also agree that Management retains the right to change this job description at any time.

Employee Signature

Date

Human Resources

Date

This job description is intended to describe the general nature and level of work being performed by a person assigned to this job. They are not to be construed as an exhaustive list of all job duties that may be performed by a person so classified. This document is not intended to be a contract between the employee and the employer.

Orion Township is an Equal Opportunity Employer and does not discriminate on the basis of race, religion, color, sex, gender identity, sexual orientation, age, height, weight, non-disqualifying physical or mental disability, national origin, veteran status or any other basis covered by appropriate law. All employment is decided on the basis of qualifications, merit, and business need.

Rev	Date	Description	Author(s)
00	3/6/2024	Original Job Description	Assistant Parks& Recreation Director