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Application Deadline: Friday, January 26, 2024

TITLE	AQUATICS & RECREATION PROGRAMMER
DEPARTMENT	PARKS RECREATION COMMUNITY EDUCATION
ACCOUNTABLE TO	RECREATION MANAGER
SUMMARY	RESPONSIBLE FOR PROMOTING, PLANNING, ORGANIZING, AND COORDINATING THE OUTDOOR HUTCHINSON AQUATIC CENTER AND COMMUNITY PROGRAMMING UNDER THE GENERAL SUPERVISION OF THE RECREATION MANAGER.

POSITION OBJECTIVE

The position involves planning, programming, staff supervision and work direction, and evaluation of city-sponsored recreational programs, activities, and facilities. The position will work to program recreational activities, special events, and activities that involve the Recreation Department within the Parks, Recreation, and Community Education (PRCE) Department. Work would also include programming of leisure activities, sporting programs, and overall coordinating of general activities. Summer months are primarily focused on operations of the Hutchinson Aquatic Center. Supervision is exercised over recreation programs, facilities, and personnel. Work is performed with considerable independence within the framework of established recreation policies and procedures and under the general supervision of the Recreation Manager and the Parks, Recreation and Community Education (PRCE) Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Operate, schedule, and program the seasonal outdoor Hutchinson Aquatic Center:
 - Hire, train, and supervise aquatic center personnel including assistant managers, lifeguards, water safety instructors, admissions, and attendants.
 - Performs the specific following supervisory duties: staff recruitment, scheduling, task assignments, conflict resolution, problem-solving, team building, training staff, enforcing policies & procedures, resolving grievances, cost control, and staff evaluations.
 - Assists in operations of concession stands.
2. Plan, implement, and supervise comprehensive year-round programs including but not limited to general recreation activities, swim lessons, learn-to-skate, sport, and leisure activities including tournaments and youth and adult programs and leagues.
3. Hire, train, evaluate, and manage seasonal and part-time staff. Instructs and trains seasonal/PT staff and volunteers in the policies, procedures, and methods used for implementing recreation programs and activities. Including lifeguards, admission staff, concessions, river rentals, building attendants, warming shelter attendants, etc.
4. Plan and implement Special Events.

5. Schedule, staff, and program PRCE facility rentals. Program and supervise indoor and outdoor activities utilizing the many City-wide facilities.
6. Completes assigned office duties including coordination, monitoring, and evaluation of financial worksheets for personnel and budget purposes. Maintain required records, and prepare reports to develop and maintain operational budget.
7. Communicate with the general public, program participants, associations, other city employees, community recreation groups and organizations, and vendors to organize, promote, implement, and evaluate a variety of recreation activities and programs. Network with school districts, community members, non-profit organizations, and city staff.
8. Prepares program evaluations, reports, performance evaluations, activity status reports, schedules, calendars, brochures, class descriptions, and promotional materials.
9. Performs related work as required and other duties as assigned.

MINIMUM REQUIREMENTS

- Associate Degree in a related field plus four years of experience in organizing and administering recreational activities or bachelor's degree in an unrelated field plus two years of experience administering recreational activities.
- American Red Cross Lifeguarding, CPR, and First Aid Certifications
- American Red Cross Waterpark Certification
- Computer proficiency and specific experience with word processing, spreadsheet, and database software.
- Supervisory experience.
- Ability to establish and maintain effective working relationships with staff and the public.

PREFERRED REQUIREMENTS

- Bachelor's Degree in Parks and Recreation or related field and 3 years' experience in aquatic programming
- American Red Cross Water Safety Instructor Certification
- American Red Cross Lifeguard Instructor Certification
- American Red Cross Water Safety Instructor Trainer Certification
- American Red Cross Waterpark Instructor Certification

WORKING CONDITIONS

Full-time position. Generally inside work with significant outside work for program supervision at outdoor facilities during summer programming. Variable working hours as required by program schedules and evening meetings. While performing the duties of this job, the employee frequently works in outside weather conditions. The employee is exposed to moving mechanical parts, fumes, airborne particles, outside weather conditions, vibration, wet and/or humid conditions, and toxic or caustic chemicals. The noise level in the office is quiet and moderately loud in the field.

EQUIPMENT

Proficiency in the use and operation of equipment including but not limited to the following: Personal computer; calculator; telephone; fax machine; swimming pool equipment including chlorination system, pumps, boiler, valves, filtration devices, gauges, etc.; concession equipment, life-saving equipment including backboard, rescue tubes, and AED.

GRADE 150 POSITION

CITY OF HUTCHINSON

ADDENDUM TO JOB DESCRIPTIONS 1995
TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT (ADA)

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Frequently required to: walk, talk, sit, and hear.

Occasionally required to: climb; balance; stoop; kneel; crouch; crawl; use hands to finger, handle, feel, or operate objects, tools, or controls; reach with hands and arms; and lift and/or move up to 50 pounds.

Vision requirements include: close vision, color vision, and ability to adjust focus.

WORK ENVIRONMENT

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

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The duties listed in job descriptions 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 position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.