

Position Title:	<u>Aquatics Specialist</u>	Position #:	<u> </u>	Grade:	<u> </u>
Division:	<u>Recreation</u>	Department:	<u>Aquatics</u>		
Location:	<u>Shawnee Mission School District Aquatic Center - 17251 W. 87th St. Lenexa, KS 66219</u>				
Status:	Full-Time (minimum 40 hours per week)*		Part-Time (less than 40 hours per week)*		
	<i>*Additional/overtime hours may be required</i>				
FLSA Designation:	Exempt		Nonexempt		
Days:	Monday-Friday	Hours:	10:30 am – 7:30 pm <i>(schedule may vary due to events and needs of the position)</i>		
Beginning Salary:	\$24.03 - \$30.04 hourly <i>(depending on experience)</i>		Desired Starting Date: January 11, 2020		

For more than 60 years the Johnson County Park & Recreation District (JCPRD) has been enhancing the lives of the citizens of Johnson County through its parks, quality programs, professionalism and response to developing trends. The District's contributions to the personal lives of Johnson County's citizens have earned the District local appreciation and national acclaim including receiving the National Gold Medal Award for Excellence in 2017. Each year, the District records more than 7 million park visitors and over 2 million recreation participations in over 4,000 programs.

Johnson County Park & Recreation District is seeking a proven leader who enjoys working in a fast-paced, high profile, and progressive environment to join its Gold Medal Team as the District continues unprecedented growth through the development of new parks, trails, recreation facilities, programs and events.

JOB DESCRIPTION:

Ensures all staff, including Aquatic Leader, lifeguards, learn-to-swim instructors, beach and marina staff, have the necessary support needed for their sites. Assists with interviewing and hiring part-time staff. Leads, trains, and supervises Aquatic Leader and seasonal staff to ensure all policies and procedures are followed and that excellent customer service and safety is provided to patrons. Oversees aquatic facilities, ensuring they are clean, safe and operated at a level of excellence. These facilities include the Shawnee Mission School District Aquatic Center and the Kill Creek Park and Shawnee Mission Park beaches and marinas. Develops and/or manages various program/facility budgets, ensuring sound financial status. Ensures all operations are using proper cash handling procedures and ensure proper daily balance of revenues collected. Develops partnerships and collaborates with internal and external partners, vendors and sponsors to gain new programming and partnership opportunities. Assists/leads department in absence of manager.

QUALIFICATIONS:

Educational Requirements:

Required - Bachelor's degree required in Park and Recreation or related field
 Preferred - American Red Cross Lifeguard Instructor Certification
 Preferred – Certified Pool Operator or Aquatics Facility Operator Certification
 Experience may be substituted for a degree

Professional Experience:

Required – Two years supervisory experience
 Required – Two years aquatics programming
 Preferred – One year facility management

Required Skills:

Ability to select, supervise and lead aquatics staff, including planning, organizing, training, evaluating and coordinating the work of multiple assigned program areas and working teams. Ability to plan and develop policies and procedures to benefit participants and staff in a variety of aquatics activities. Strong written and verbal communication skills. Ability to work solo and as part of a team. Schedule flexibility as required for work duties. Must possess the ability to interact professionally with all district staff as well as the general public, maintaining positive and cooperative working relationships. Strong time management skills. Independently organize work, set priorities, meet deadlines and follow up on work assignments. Demonstrate strong customer service skills and establish, maintain and foster positive and effective working relationships. Possess a valid driver's license and pass background checks.

Preferred Skills:

Facility maintenance and management experience. Budget experience.

Additional Information:

Interested applicants shall provide a resume and cover letter to the attention of Faith Eissler, Recruiter/Volunteer Coordinator by December 16, 2020. Please email faith.eissler@jocogov.org or call 913-826-3054. Additional information about can be found online at JCPRD.com/jobs