

Job Summary

The Sports & Assistant Aquatics Supervisor is responsible for managing a broad and diversified program of recreation activities, services, and facilities to meet the needs and interests of the Recreation Commission.

Job Qualifications/Requirements

Experience:

- *Preferred:* Prior experience working with children, sports camps/clinics, sports leagues including league scheduling.
- *Preferred:* At least 2 years in the Parks and Recreation Field or similar operation, with practical, volunteer, or paid experience in a municipal park and recreation agency.
- *Preferred:* Experience in Pool Management, Lifeguard/Water Safety Instructor Training, Facility Management, Staff Scheduling, Recreation Programming, Marketing, and Special Events.
- *Plus:* Experience conducting playground safety audits with recommendations to municipalities/schools.

Certifications:

- *Preferred:* Certified Pool Operator (CPO) License. Must be obtained within 6 months of hire.
- *Preferred:* Pennsylvania Pesticide Applicator License including Category 24. Must be obtained within 6 months of hire.
- *Preferred:* Red Cross certifications in Lifeguarding, First Aid, CPR, AED, and WSI.

Technical Skills:

- Proficiency in Microsoft 365 programs including Outlook, Word, Excel, Publisher
- This position will frequently utilize software including MyRec, When2Work, and ML Schedules. Experience with these programs is a plus.

Legal and Safety Requirements:

- Current Driver's License for the State of Pennsylvania (or ability to secure within 30 days of hire.)
- Ability to lift, transport, and carry equipment, supplies, and materials.
- Current Criminal History, Child Abuse Clearance, and FBI Fingerprinting at the time of application.
- Mandated Reporter Training must be completed within 30 days of hire.
- No history of being named as a perpetrator of a founded report of child abuse or convicted of crimes under Title 18 of the Pennsylvania Consolidated Statutes or equivalent crime in another state. These include, but are not limited to Driving Under the Influence, Drug Related Offences or such similar felony charges.

Job Responsibilities

General:

- Coordinate recreation programs with the recreation team.
- Interview, Hire, Supervise and Schedule part-time employees including Gym Attendants, Lifeguards, Water Safety Instructors
- Assist in marketing and advertising Recreation programs.
- Help plan and implement special events.
- Work with Blue Mountain School District personnel to ensure events do not conflict with school schedules.

Leagues (Adult & Youth):

- *Equipment Management:* Verify and manage equipment before the season starts. Dispose of old equipment and stock gym closets with new equipment as needed.
- *Publicity Coordination:* Coordinate publicity for leagues with the Director.
- *Scheduling:* Set up league schedules and playoffs.
- *Registration and Rules:* Create and distribute league registration and rules materials.
- *Rule Enforcement:* Inform and enforce Recreation Commission and School District rules during league play.
- *Roster Management:* Check league rosters for player eligibility and residency.
- *Results and Standings:* Compose and type game results and league standings. Submit end-of-season standings and team pictures to league website.
- *Awards:* Design and order trophies, medals, T-shirts, etc.
- *Emergency Response:* Handle emergency situations as necessary and report to Recreation Director.
- *Equipment Setup:* Assist facility attendants with equipment setup

Sports Programs:

- *Clinic and Camp Organization:* Organize sports clinics and camps throughout the year.
- *Registration Materials:* Create registration materials.
- *Coordination with Coaches:* Coordinate with coaches and booster groups for our Youth Swim Team and Youth Wrestling programs.
- *Volunteer Recruitment:* Recruit volunteers for programs, primarily coaches.
- *Equipment and Supplies:* Order necessary sports equipment and t-shirts. Keep track of inventory and provide replacements for broken equipment.
- *Special Equipment:* Provide special equipment/supplies as requested.
- *End-of-Season Evaluations:* Compose end-of-season evaluations for direct employees and report to the Director.
- *Site Evaluations:* Conduct site evaluations and report needed repairs to Recreation Director.

Job Responsibilities (cont.)

Aquatics:

- *Swim Lesson Management:* Oversee and manage swim lesson registration, instructors, and classes. Fill in as needed.
- *Program Evaluation:* Review swim lesson programs through parent evaluations and make necessary improvements.
- *Youth Swim Team:* Act as an advisor to the Youth Swim Team, providing guidance and support.
- *Aquatic Trainings:* Run and manage aquatic trainings, including Lifeguarding and Swim Lessons.
- *Compliance and Paperwork:* Complete and submit all Red Cross materials and paperwork.
- *Staff Meetings:* Hold regular staff meetings for aquatic staff to ensure smooth operations and address any issues.
- *Pool Maintenance:* Conduct daily Chlorine and pH tests for weekly pool water analysis to ensure safety and compliance.
- *Supply Management:* Track and manage all swim lesson and swim team supplies, ensuring adequate inventory

Salary & Benefits Package

Salary & Benefits:

- \$40,000 - \$47,000
- Full Benefits and PSERS Retirement Package Available
- Includes the following:
 - Health
 - Dental
 - Vision

This position is full-time. Salary/wage is commensurate with qualifications and relevant experience.

Interested candidates should send a cover letter, resume, and references to

jsemanco@bluemountainrec.com or mail these materials to:

*Blue Mountain Recreation Commission
ATTN: Joshua Semanco, Recreation Director
P.O. Box 188
Orwigsburg, PA 17961*

Please see full job description, with requirements at bluemountainpa.myrec.com.

All submittals must be received no later than 4:00 P.M. on Monday, December 16, 2024