



## EMPLOYMENT ANNOUNCEMENT

### Recreation Specialist - Aquatics

**Date Posted:** October 31, 2014  
**Department:** Parks and Recreation  
**Compensation:** \$19.06/hour - \$26.68/hour DOQE  
**Deadline:** Open Until Filled

#### **Job Summary**

Assists with the daily operations for the West University Recreation Center and Colonial Park Swimming Pool, as well as city-wide recreation program planning and development. Assists in the planning, development, implementation and evaluation of various departmental special events and activities. Scheduled to work a 40-hour work week on a 9/80 schedule, however, hours and days off are subject to change in order to meet department responsibilities. Position may require over-time. Position has supervisory responsibilities and will assist in the hiring, training, supervision, scheduling and evaluation of the Recreation Center and Colonial Pool staff. Position will entail limited budgetary responsibilities. This position will be afforded the opportunity to cross train most facets of the Parks and Recreation Department; including Aquatics, Athletics, Special Events, Project Management and Leisure Program Development. Position is considered "Essential Personnel" which requires being on duty to respond during emergency situations including but not limited to natural and/or man-made disasters.

#### **Essential Job Duties and Responsibilities**

- Will be assigned one or more lead projects (aquatics, youth camp, special events, youth programming, adult programming, athletics, etc.). Proper management of the complete project will be responsibility of Recreation Specialist assigned to that project, which will include, (but not limited to), development of new leisure programs, hiring, scheduling and management of appropriate staff/contractors and preparing, maintaining, and managing instructor contracts, budgeting for project, ordering supplies and equipment needs within budget, camp management (see below), and evaluation of the project.
- Assists with City sponsored Youth Camp programs including the implementation, program scheduling, staff scheduling, assignment, evaluation, purchasing supplies, coordinating field trips and transportation arrangements.
- Assists with the scheduling, supervision, and management of subordinates.
- Assists with maintaining daily electronic facility message boards to inform public of schedule of events.
- Receives and responds appropriately to citizen inquiries and complaints. Routes calls to the appropriate City personnel.
- Assists in planning, organizing and coordinating the development and implementation of leisure programs for all populations within the City.
- Prepares a wide variety of promotional literature for the endorsement of our facilities, programs, events, and overall communications for the Parks and Recreation Department.
- Assists with Recware management as assigned. Tasks include, but not limited to, registering program participants, training subordinate staff, maintaining information by keeping classes, fees, etc. current, etc.
- Prepares and maintains related records and statistics for programs and personnel.
- Responsible for maintaining office supply inventory and ordering of the same.
- Prepares weekly, monthly, quarterly, and annual reports on class registrations, memberships, usage, revenue, etc.
- Responsible for assisting with developing, promoting, and coordinating sponsorship opportunities, in regard to recreation programs and activities.
- Responsible for researching local, state and national programs, policies, etc. to ensure our department above standard.
- Responsible for recommending supplies needed for operations and researching cost effective alternatives.
- Ability to work flexible schedules that may include weekends, evenings, split shifts and holidays and maintain regular attendance as required.
- Assists in the recruitment and selection of volunteers, instructors, aquatics personnel and Recreation Attendants.
- Performs a variety of miscellaneous office duties such as answering phone, typing, filing and other duties as assigned.
- Expected to observe and follow all prescribed safety rules and regulations including wearing of safety apparel, where applicable, during the course and scope of job related duties.

#### **Minimum Education, Experience and Certification**

Requires an Associate's Degree in a related field, Bachelor of Science degree in Parks and Recreation, Public Administration, or closely related field preferred, with a minimum of two(2) years of related work experience. Exceptional customer service skills required. Experience in leisure programming highly preferred. Valid Texas Driver's License required. Lifeguard, CPR for the Professional Rescuer, First Aid, AED certification required, Instructor /Trainer and CPO preferred (or ability to receive within 6 months of hire).

To apply for this position please visit our website : [www.westutx.gov/employment](http://www.westutx.gov/employment)  
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