



- Directly supervises up to 50 part-time employees in the daily operation of Pleasant Hill Aquatic Park, the Learn-To-Swim Program, recreational swim, and other aquatics programs. The position is responsible for these units' overall direction, coordination, and evaluation. The position carries out supervisory responsibilities per the organization's policies and applicable laws. The duties include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Required to work varied hours including early morning, evening and weekend programs, activities and events as needed or scheduled. This position will spend approximately half of its time in direct program supervision on the pool deck. Incumbents may also participate in operational activities, such as lifeguarding and class instruction.

Please note that this job description is not designed to cover or contain a comprehensive listing of the employee's required activities, duties, or responsibilities for this job. Duties, obligations, and activities may change at any time, with or without notice.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements below represent the required knowledge, skill, and/or ability. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

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Bachelor's degree (B. A.) from a four-year college or university in recreation, physical education, or related field; and two years of related experience and/or training; or equivalent combination of education and experience.

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

Processing software.

Valid California Driver's License with a good driving record; Must possess current certifications, and maintain throughout employment, in American Red Cross Lifeguard Training (including First Aid and CPR/AED for the Professional Rescuer) and Lifeguarding Instructor; Possession of or ability to obtain and maintain American Red Cross Title 22, Administering Emergency Oxygen and Water Safety Instructor (WSI) certifications and CPO or AFO within six months of hire.

Knowledge of modern theories, techniques, and methods for operating aquatic facilities and programs.

The physical demands described here must be met by an employee to perform the essential functions of this job successfully. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Work is primarily performed within a public swimming pool environment, where stamina is needed to perform moderate to heavy lifting of pool equipment and furniture or children and adults who may require removal from the pool, and to stay in the pool for prolonged periods. Must be able to operate a motor vehicle. Must possess the mobility to stand, stoop, kneel, reach, bend, climb, push and pull materials and equipment, and swim while wearing an appropriate uniform with protective equipment. Vision and hearing must be sufficient to see and hear adults and children in crowded and noisy conditions and/or situations. Must also possess: the mobility to work in an office setting and use standard office equipment, including a computer; vision to read printed materials and a computer

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Pleasant Hill Recreation & Park District grants equal employment opportunities to all employees and applicants. It forbids discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state, or local laws. This policy pertains to all terms and conditions of employment, including recruiting, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training.

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Pleasant Hill Recreation & Park District provides reasonable accommodation per the Americans with Disabilities Act (ADA) and applicable state and local law. If you require an accommodation, please contact our HR Department at (925) 682-0896.