

WATER PARK DIRECTOR

GENERAL DESCRIPTION: This position involves the supervision and training of staff, and the development and supervision of programs and maintenance activities relating to Wetlands Water Park. This position performs intermediate professional work planning and supervising recreation aquatics programs and activities. Work is performed under the direct supervision of the Parks and Recreation Director. This individual will be involved with people ranging from pre-school children through adult groups.

ESSENTIAL FUNCTIONS OF THE JOB:

- Serves as the assistant to the Parks and Recreation Director with specific emphasis on general recreation practices.
- Is responsible for the entire day-to-day operation of Wetlands Water Park.
- Assists the Parks and Recreation Director in developing, presenting, and administering the annual operating budget for Wetlands Water Park.
- Is responsible for the review and authorization for all purchase requests for Wetlands Water Park.
- Is responsible for the solicitation and interviewing of staff and for making staffing recommendations related to the Wetlands Water Park.
- Directs, assigns, supervises and evaluates the full-time, part-time, and seasonal employees within Wetlands Water Park.
- Is responsible for assisting in the implementation of all special programs and classes including sponsorship procurement, volunteer coordination, event planning, public relations, and evaluation.
- Maintains accurate records, statistics and updated files on programming and special classes;
- Keeps accurate progress reports on Recreation projects noting critical project milestones and scheduling of implementation activities.
- Assists in the scheduling and rentals of Persimmon Ridge Pavilion.
- Assists the Recreation Director in compiling all general recreation information that is presented to the Parks and Recreation Advisory Board and the Board of Mayor and Aldermen monthly.
- Assists in the development of a marketing plan for the Water Park, working with Town marketing staff and provides necessary content to the marketing staff to implement marketing throughout the year.
- Develops and assists in the implementation of special programming at the Water Park throughout the season.

- Develops departmental fundraising plans and maintains accurate financial records on department fundraising activities and the Recreation Fund.
- Prepares and maintains records and files of related activities.
- Attends meetings of the Parks and Recreation Advisory Board, as directed.
- Assists with Parks and Recreation activities as directed by the Park and Recreation Director during the off-season.
- Performs related tasks as required.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of the operation of a swimming pool including sanitation, maintenance and safety; thorough knowledge of emergency services and auxiliary services available in the community in the event of an accident; thorough knowledge of computer software packages, to include Windows-based operating systems, Word, Microsoft, and Graphics Programs; Ability to manage the Clover Point of Sale software; knowledgeable of the Tennessee Health Department Regulations regarding the operation of the Wetlands Café; thorough and specific knowledge of all the facets associated with recreation programming. Ability to work harmoniously with pool staff, patrons and the public while firmly enforcing facility regulations; ability to communicate effectively, clearly and concisely through all oral and written communication with the general public as well as employees; ability to communicate effectively, clearly and concisely through all oral and written communication with the general public as well as employees; ability to manage time and work effectively with minimal supervision. Must possess public relation skills including excellent telephone skills, personable skills, and the ability to relate to area media including television and radio interviews and assist in marketing.

ACCEPTABLE EXPERIENCE AND TRAINING: Must possess a high school diploma or GED; graduation with a bachelor's degree in recreation, physical education, leisure services, or related field; certified Pool or Aquatic Facility Operator preferred, (Must be certified within 24 months, or any equivalent combination of experience and training which provide the required knowledge, skills and abilities to supervise an aquatics facility). Must have direct experience in all facets of program development and implementation within a Parks and Recreation setting. Must possess a valid Tennessee Operator's License.

OTHER REQUISITES: From time to time the incumbent may be assigned special duties by a superior or, on a temporary basis, may be asked to assist other employees occupying a different position. Employee in this class may be required to work overtime, weekends, holidays, and may be in an on-call status from time to time. This job description should not be construed as an all-inclusive statement of every task required of this position, but as a fair representation of the great majority of the work. Every effort will be made in advance to inform the incumbent of the temporary additional assignments, which under no circumstances are intended to constitute a demotion.

ADA REQUIREMENTS:

Physical Requirements: Task involves some physical effort, i.e. some standing and walking, or frequent light lifting (5-10 lbs.), infrequent moderate lifting (20 -50 lbs.), or occasional heavy lifting (100 lbs. or over); or minimal dexterity in the use of fingers, limbs, or body in the operation of shop or office equipment. Task may involve extended periods of time at a keyboard.

Environmental Requirements: Task may require infrequent exposure to adverse environmental conditions.

Sensory Requirements: Task requires color perception and discrimination. Task requires sound perception and discrimination. Task requires depth perception and discrimination. Task requires texture perception and discrimination. Task requires visual perception and discrimination. Task requires oral communications ability.

Reasonable Accommodation(s): Reasonable accommodation(s) if needed will be provided for the employee to perform the required job with adequate strength, dexterity, coordination and visual acuity and in a manner that does not pose a direct threat to the health or safety of the employee or others in the workplace.

Classification: 12
Exempt
January 22, 2024