



Job Title: Adult Recreation and Aquatics Supervisor

Department: Sheridan Recreation District

Status: Salaried

Benefits: Standard District Benefits Provided

Salary Range: \$54,425.68 – \$71,013.16

Supervisor: Recreation Manager

JOB SUMMARY

The Adult Recreation and Aquatics Supervisor is responsible for the planning, coordination, and management of adult sports programs and aquatic operations within the Sheridan Recreation District. This includes year-round development of adult recreation programs and direct oversight of Kendrick Park Pool operations during the summer months (May–August).

This position provides shared supervision of the Recreation Technician and direct supervision of aquatics staff, including lifeguards, and deck managers. The Supervisor works closely with the Recreation Manager to coordinate programs, special events, and facility operations. The ideal candidate will be highly organized, collaborative, and committed to delivering safe, engaging, and inclusive recreational opportunities that enhance community wellness.

JOB DUTIES/TASKS

- Plan, organize, implement, and evaluate adult sports leagues, programs, and activities.
- Collaborate with the Recreation Manager to coordinate scheduling for adult programs and special events.
- Recruit, train, schedule, and evaluate aquatic staff, ensuring compliance with all safety and performance standards.
- Oversee aquatic programming, including swim lessons, recreational swim, and water safety initiatives.
- Conduct regular facility inspections and address maintenance or safety concerns in a timely manner.
- Develop, implement, and enforce emergency action plans and respond effectively to aquatic emergencies.
- Maintain accurate records of operations, including attendance, payroll, incidents, and maintenance logs.
- Serve as a shift leader at the pool, supervising staff and monitoring operations.
- Provide water safety instruction and swim lessons as needed.
- Support cashiering and concessions operations, including opening/closing procedures and cash handling.
- Promote programs and events through flyers, schedules, and other marketing materials.
- Assist in budget preparation and administration; monitor expenditures and recommend cost-saving measures.
- Purchase program supplies, equipment, and materials.
- Officiate or assist with adult sports as needed.
- Maintain flexible availability, including evenings, weekends, and holidays.
- Update program schedules, league standings, and website content as assigned.
- Attend staff meetings, professional trainings, and conferences to support ongoing development.
- Foster strong relationships with community members, participants, partner organizations, and staff.
- Adhere to and enforce OSHA regulations, ADA compliance, and District safety policies.
- Perform other duties as assigned.



SUPERVISORY RESPONSIBILITIES

- Provide shared supervision of the Recreation Technician and part-time staff.
- Directly supervise aquatics personnel, including pool managers, and lifeguards.
- Prepare and oversee staff schedules on a weekly and monthly basis.
- Review and submit bi-weekly timesheets for part-time staff.

WORKING CONDITIONS

- Exposure to outdoor conditions including heat, cold, and noise.
- Office environment with regular computer and administrative tasks.
- Frequent interaction with the public and community groups.

MINIMUM QUALIFICATIONS

- Bachelor's degree in Parks and Recreation Administration, Recreation Management, or related field.
- Minimum of 2 years of full-time experience in recreation program management.
- 2 years of aquatics supervisory or management experience, preferably in public recreation. **"Preferred"**
- Current Lifeguard Certification (Red Cross or equivalent) and CPR/AED certification, or ability to obtain within 3 months of hire.
- Lifeguard Instructor (LGI) certification or ability to obtain within 5 months of hire.
- Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification. **"Preferred"**
- Ability to lift at least 30 pounds and assist with heavier lifting when required.
- Strong communication skills, both written and verbal, with the ability to interact professionally with staff, participants, and the public.
- Willingness to work evenings, weekends, and irregular hours as needed.