

Grosse Pointe Farms Pier Park



Position: Recreation & Aquatics Supervisor

Salary: \$47,000-\$53,000 w/Full Benefits Package

Application Deadline: March 15, 2019

The Grosse Pointe Farms Parks & Recreation Department is committed to provide families with enjoyable experiences through a wide range of programs such as youth swimming, tennis lessons, aerobic classes, archery and swim team to name a few. Pier Park is home to our Parks and Recreation Department which hosts special events throughout the year. The harbor at Pier Park has 333 boat slips which are rented from May 1-November 1. Other amenities at Pier Park include; swimming pool, splash park, wading pool, beach, tennis and paddle courts, refrigerated ice rink, picnic areas, rentable areas and meeting spaces.

General Statement of Duties:

The Recreation & Aquatics Supervisor is a full-time position responsible for hiring, training and supervising all Aquatic staff. This position is responsible for the coordination and operations of our swimming lessons and swim team along with assisting with other Parks & Recreation duties such as but not limited to: developing and overseeing recreational programs/special events, facility rentals, updating of department website, overseeing Dog Park and Park Pass operations, program registration and other duties as assigned.

Supervision Received:

Work is performed under supervision of the Director of Parks and Recreation

Responsibilities of Recreation & Aquatics Supervisor:

- Interview, hire, train, schedule and supervise all Aquatic Staff.
- Coordinate and oversee the operation of our summer Swim Team. This includes hiring of coaches, overseeing weekly practices, swim meets and working with other communities.
- Maintain all written records and reports as required by the City, Health Department and other regulatory agencies.
- Develop and supervise recreational programming and special events.
- Supervision of part-time staff including orientation, training, scheduling and evaluation.
- Assist in the operation of our Dog Park which includes handling residents phone calls, purchasing supplies and issuing of dog park access fobs.
- Recruit volunteers for programs and special events; coordinate proper training.
- Assist in the marketing and promotions for Pier Park and related aquatic, recreation and special event programs.
- Assist in purchasing of recreation, aquatic and park supplies.
- Assist in budget preparation and development; financial record keeping.
- Assist with office operations which includes but not limited to answering telephone calls, helping residents register for programs, facility rentals and issuing of park passes.
- Maintain effective communication with residents by promptly returning all telephone messages or emails.
- Attend Parks & Harbor Committee Meetings and other meetings as required.
- Other tasks as assigned.

Qualifications and Requirements:

- Bachelor's Degree in Parks and Recreation Administration or related field.
- A minimum of (3) years of related work experience in a municipal or commercial recreation agency.
- Certified Parks Recreation Professional (CPRP) Certification preferred, if not attained prior to employment must be attained within 6 months of employment.
- Possess either Aquatic Facility Operator (AFO) or Certified Pool Operator (CPO) certifications, American Red Cross Lifeguard Training/First Aid/CPR/AED for the Professional Rescuer.
- American Red Cross Water Safety Instructor (WSI) or attain within 6 months of employment.
- American Red Cross Lifeguard Instructor (LGI) or attain within 6 months of employment.
- Ability to work a flexible schedule. This includes working evenings, weekends, and holidays, as needed.
- Experience with RecPro is preferred but not required.
- Ability to work effectively with the public in a courteous and tactful manner.
- Positive communications with the public and staff
- Efficient computer skills including Word, Excel and Power Point.
- Efficient written skills; assist with reports and development of promotional materials.
- Ability to react to emergency situations and provide first aid, CPR, and AED administration.

How to Apply:

Interested candidates should submit a copy of their Resume with a Cover Letter along with the official City of Grosse Pointe Farms Job Application and Background Waiver to:

City of Grosse Pointe Farms
Attn: Derrick Kozicki, Assistant City Manager
90 Kerby Road
Grosse Pointe Farms, MI 48236

Deadline to apply for this position is Friday, March 15, 2019. Any position related questions should be directed to Chris Galatis, Director of Parks & Recreation via email cgalatis@grossepointefarms.org



City of Grosse Pointe Farms

90 Kerby Road, Grosse Pointe Farms, Michigan 48236-3161

phone 313 885.6600 fax 313 885.0917

APPLICATION FOR EMPLOYMENT

Pre-Employment Questionnaire
An Equal Opportunity Employer

PERSONAL INFORMATION

Date _____ Social Security Number _____ **Leave Blank**

Name
Last First Middle

Present Address
Street City State Zip

Permanent Address
Street City State Zip

Phone () _____ Are you 18 years or older? Yes No

Are you prevented from lawfully becoming employed in this country because of VISA or immigration status? Yes No

EMPLOYMENT DESIRED

Position _____ Date You Can Start _____ Salary Desired _____

Are You Employed Now? Yes No If So, May We Inquire Of Your Present Employer? Yes No

Have you ever applied to this municipality before? Yes No If so, When?

Referred by? _____

EDUCATION

	Name and Location Name and Location of School	Number of Years Attended	Did You Graduate?	Course of Study
Grammar School				
High School				
College				
Trade Business OR Correspondence School				

GENERAL

Subjects of special study or research work _____

Special Skills _____

MILITARY (complete this section if you served in the U.S. Armed Forces)

Branch of Service _____

Period of Active Duty From _____ To _____

Rank At Discharge _____ Date of Final Discharge _____

Describe your duties and any special skills. _____

LAST

FIRST

MIDDLE

