

CITY OF SATELLITE BEACH, FLORIDA

RECREATION DEPARTMENT
1089 SOUTH PARICK DRIVE 32937



JOB NOTICE – February 2019

Applications are currently being accepted for **Swim Program Manager**

Seasonal Part-Time
Satellite Beach Recreation Department
(Satellite High School Pool)

JOB SUMMARY: Oversees and manages the city recreational swim program and all pool related activities through planning, coordination, scheduling and evaluating programs specific to aquatics.

SUPERVISION: This position reports directly to the Recreation Director.

HOURS: Approximately 10-15 hours per week.

QUALIFICATIONS: Bachelor's Degree from a four year college or university in Recreation, Physical Education, or closely related field, plus a minimum of 2 years related job experience. Certifications in First Aid and CPR/AED strongly recommended. Considerable knowledge in planning, organizing, and implementing aquatics programs. Thorough knowledge and application of teaching swimming and water safety skills. An understanding of facility characteristics, rules, policies and procedures. Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry. Strong leadership and public relations skills. Sound decision-making skills.

RESPONSIBILITIES: Assists in training and scheduling of qualified lifeguards instructors and all other program staff. Directly supervises lifeguards, instructors and other aquatic staff. Guides WSIs and swim assistants in the proper performance of instructor duties. Performs regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to the patrons. Keeps accurate attendance records and follows up with participants regarding excess absences. Ensures high program standards are followed. Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately. Ensures compliance with Satellite Beach Recreation Department policies and procedures. Attends scheduled staff trainings and meetings. Performs other duties as required.

Closing Date: March 29, 2019

To be considered, please complete an employment application located online at:

http://www.satellitebeachfl.org/residents_visitors/job_opportunities.php

Email to jobs@satellitebeach.org
Fax to (321) 777-5207

The City of Satellite Beach is a drug-free workplace

In compliance with Chapter 295, Florida Statute, The City of Satellite Beach is committed to providing preference to U.S. Veterans and spouses of veterans in hiring, promotion and retention for all qualified positions as prescribed by the chapter. The City of Satellite Beach is an equal opportunity employer. We consider applicants without regard to race, color, religion, creed, gender, national origin, age, disability, genetic information, marital or veteran status or any other category protected by federal, state or local law.