



CITY OF DURHAM
 Durham Parks and Recreation
 101 CITY HALL PLAZA | DURHAM, NC 27701
 Physical Address: 400 CLEVELAND STREET | DURHAM NC 27701
 919.560.4355 | F 919.560.4021
 www.durhamnc.gov



Employment Opportunities

Aquatic Assistant Supervisor (# 3228) (I. R. Holmes, Sr. Recreation Center at Campus Hills)		Recreation Programs/Parks & Recreation	
Hours: Monday-Friday 9:30 a.m. – 6:00 p.m. Some evenings/weekends required	(Hiring) Pay Range: \$37,338.00 - \$44,805.00	Last Edited Date: 02/15/2010	Closing Date: 03/19/2010
Position Vacancy Status: Accepting Applications			
Description: The purpose of this position is to supervise the operations of an eight lane, indoor aquatic facility and to assist with the operations of outdoor seasonal pools. This is accomplished by providing customer service; recruiting, hiring, training, supervising, and evaluating staff (full-time and part-time); managing facility operations; program planning, development, and implementation; and ensuring employee and patron safety. Other duties include producing facility records and reports, managing front desk operations, reporting incidents and accidents, assist with development and management of unit budget(s), serving on committees, conducting meetings and trainings, promoting programs, processing payroll, monitoring chemical readings and logs, and ordering pool supplies. Incumbents of this position must exercise considerable independent judgment, initiative and creativity within the realm of established policies and procedures. Work is performed under the general supervision of the Aquatic Supervisor.			
Requirements:			
<ul style="list-style-type: none"> • BS degree in Recreation, Physical Education or related field; • Over one year experience in recreation/aquatics including 1 year of direct supervisory experience; or any equivalent combination of training and experience which provides the required knowledge, skills, and abilities; • Valid North Carolina Class "C" driver's license; • <u>American Red Cross CPR/AED for the professional rescuer</u> and <u>American Red Cross Lifeguard Training</u> are both required at time of employment; must also have current certifications in at least two of the following three: <u>American Red Cross Lifeguard Training Instructor</u>, <u>American Red Cross Water Safety Instructor</u>, and/or <u>Certified Pool Operator</u> /or <u>Aquatic Facility Operator</u>. Must obtain the remaining certification within one year of hire. • Experience and/or certification in water exercise – preferred. • Some Evenings & Weekends Required 			

Individuals selected for conditional offers of employment must pass the City of Durham physical examination including drug and alcohol testing. A driver's history check is conducted for applicants applying for jobs requiring a valid North Carolina Driver's License and/or CDL. "This Agency Seeks Diversity in the Workplace".

If you have questions regarding this position, please contact Audrey Gill at (919)560-4355 or via email at Audrey.Gill@durhamnc.gov

Applications and information regarding filing applications may be found online at <http://www.durhamnc.gov/employment/>.

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