# PROGRAM SUPERVISOR (AQUATICS)

## JOB ANNOUNCEMENT

CITY OF MASON OHIO
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# Mason Community Profile

The City of Mason is considered one of the most desirable communities in the Cincinnati metropolis and has earned a reputation as a progressive, innovative community. The City is a destination for corporations seeking a thriving business environment and for families desiring attractive neighborhoods and nationally ranked schools. It is located in the southwest portion of Ohio, 22 miles northeast of Cincinnati and 30 miles south of Dayton.

Originally settled as the village of Palmyra in 1815 by Major William Mason, the community was renamed in his honor 20 years later. Incorporated in 1971, Mason is now one of Ohio's fastest growing cities and has over 35,000 residents. Its 19+ square miles are about 85% developed with a mix of businesses, commercial areas, and attractive residential neighborhoods with a wide range of housing types. A comprehensive planning process for the development of the City has helped preserve its small-town feel even as it has evolved into a modern city with attractive amenities.

Mason is strategically located between the Cincinnati region's two most vital commerce corridors, Interstates 71 and 75, just north of the I-275 beltway. Businesses and residents have easy access to the metropolitan centers of Cincinnati and Dayton.

For air travelers, the Cincinnati/Northern Kentucky International Airport in northern Kentucky is about forty-five minutes away. Major regional and commuter airlines provide non-stop or direct service to cities in the United States, Canada, and Europe. Dayton Airport in Ohio is also about forty-five minutes away, and Port Columbus, Ohio, is about 90 minutes away. Private airports in Cincinnati (Lunken Field) and Warren County are nearby.

Almost all of the City is served by the Mason City School District, which has earned a perfect score and an "Excellent/Effective" rating on the state report card each year since 2000. It serves approximately 10,500 students. The City also has two private schools that educate about 1,000 students in grades one through eight. Higher education opportunities are available locally at Sinclair Community College in Mason and Miami University's regional campus in West Chester. Main campuses within commuting distance are the University of Cincinnati, Miami University of Ohio, and smaller, private colleges.

Almost all of the day-to-day needs of families can be found right in the City, from grocery stores to professional offices. Four regional shopping centers are within a 20-minute drive.

Residents of the City of Mason have many recreational opportunities available at their doorstep. The Grizzly Golf and Social Lodge, Great Wolf Lodge, and Kings Island amusement park all lie within City boundaries. The City is also home to the annual Cincinnati Open, a championship men's and women's tennis tournament. Eight City parks cover 335 acres and include fishing lakes, walking trails, ball fields, tennis courts, picnic shelters, and playgrounds. Mason Community Center is one of the largest public recreation facilities in the state. It has a competition pool, leisure pool, gymnasium, field house, fitness area, walking track, senior center, café, and classroom and meeting areas. A continually expanding network of bike paths connects neighborhoods to schools, parks, and downtown.

Growth and development in Mason is expected to continue to meet or exceed the average growth of the economy because of Mason's physical location, developable terrain, municipal facilities, services and utilities, and the progressive attitude and actions of city council, administration, and citizens.

# Government in the City of Mason

Mason has a council/manager form of government. City Council hires the city manager, who is charged with administering the operations of city government and implementing policies enacted by Council. The city's charter establishes guidelines for its operations.

The legislative body of Mason consists of a mayor and six council members who are elected at-large on a nonpartisan basis to serve 4-year terms of office, with a limit of two consecutive terms. The mayor is a council member elected by his or her fellow council members and serves as the executive head of council. The council also selects the vice mayor, who performs the duties of the mayor in his or her absence.

The council/manager form of local government combines the strong political leadership of elected officials in the form of council, with the strong managerial experience of an appointed city manager. The mayor and council members are the leaders and policy makers elected to represent the community and to concentrate on policy issues that are responsive to citizens' needs and wishes. The city manager provides policy assistance and ensures that the entire community is being served. The city manager carries out Council policies as he or she manages the day-to-day operations of the city with support from the city manager's immediate staff, including the assistant city manager, human resources director, economic development staff, public information officer, information technology manager, and department heads. He or she has full authority over the appointment and removal of all municipal personnel.

Department heads are responsible solely to the city manager for carrying out the mission and responsibilities of their departments. Department heads include a finance director, service director, city engineer, parks and recreation director, public utilities director, public works director, safety director, police chief, and fire chief. The department heads, together, with the immediate administrative team, make up the city manager's leadership team.

# Program Supervisor (Aquatics)

This job announcement outlines factors of qualifications and experience identified as necessary and desirable for candidates for this position to possess, and provides background information on the community and the City of Mason.

Importantly, this job announcement will be used as a guide in the recruitment process, providing specific criteria by which all applications will be screened and individuals selected for the interview, and for appointment consideration.
A completed application and résumé, with salary history, must be received for consideration. All applications must be submitted online at *imaginemason.org*. A résumé will not be accepted in lieu of the aforementioned information. Certification documentation will not be accepted at this time and will be destroyed if forwarded.

# Candidate Qualifications Profile

**Hiring Range:** $60,652 - $73,723 DOQ
**Classification:** Classified
**Reports To:** Recreation Manager
**FLSA:** Exempt
**Posted:** Monday, July 13, 2026
**Department:** Parks & Recreation
**Status:** Full-Time
**Hours:** Flexible

**General Statement of Duties and Distinguishing Features of Class**
The individual in this position will be primarily responsible for the safe and efficient operation of the City of Mason aquatic facilities, programs and staff. This candidate possesses the ability to implement a comprehensive aquatic program plan, institutes and practices appropriate safety decisions, handles related scheduling issues, ensures smooth operation and internal/external communications, handles program eligibility questions and challenges; negotiates various contracts, oversees aquatic budget, and other assigned duties as needed. Supervision is exercised over aquatic facility operations, full-time, part-time, temporary and contractual staff and volunteers. Work is reviewed through written and verbal communications, reports and annual performance appraisals. Works closely and amicably with co-workers to achieve the department's objectives. Work is performed under the direction of the Recreation Manager.

This is a public service job based on trust, credibility, and competency. It is a critical requirement of this position that the incumbent displays the desire and ability to perform and behave (on duty, as well as off duty) in a manner that does not damage or endanger the loss of trust with the public, co-workers, and other public safety forces. Candidate must meet the following qualifications and requirements at time of appointment.

Along with the primary responsibilities, the Program Supervisor is expected to embrace the City's vision for Building a Culture of Wellness within the community and the City's four key values of Cooperation, Collaboration, Communication and Compassion. City employees are expected to execute the position's primary responsibilities, cross train with other Department initiatives as well as City-wide initiatives. The Program Supervisor assignments will vary based upon the Department and community need. Other programming areas the Program Supervisor will need to learn include Enrichment, Sports, Fitness & Health, Events and Membership Services. There are 6 Program Supervisor positions within the Department, each assigned primary responsibilities. The Program Supervisors work together as a team to execute programming and City-wide initiatives include assisting as needed with events like Red, Rhythm and Boom, Heritage Festival and well as other City Department needs during their peak times. Examples of this work include opening tax mail, providing support for City services like snow and brush removal and shadowing other Departments to understand their role in the organization and how each Department works together to meet City needs.

The Mason Community Center is owned and operated by the City of Mason. The Mason Community Center and Mason Municipal Aquatic Center operate as businesses. Programs & events offered at the facilities are expected to generate revenue, build partnerships with City of Mason businesses and organizations and build value in the Premier membership. Program Supervisors are responsible for assuring programs offered meet these requirements.

The nature of this position requires the incumbent to exercise considerable independent judgment and discretion in supervising all aspects, resources, and personnel related to the delivery of recreation and leisure programs and services. The employee assumes responsibility for assigned details of coordinating, scheduling and supervising programs. Perform studies and research and determines the leisure needs of the community and plans programs accordingly. Ensures that assigned programs and facilities are effectively planned to maximize safety, comfort, and benefit for the community.

**Examples of Work (Illustrative Only)**
- Plan, organize, coordinate/supervise and evaluate a comprehensive city aquatics program. This includes learn to swim programming, aquatic facility rentals, general aquatic programming and special events;
- Under the guidance of Human Resources, interviews, trains, schedules, supervises, and evaluates all aquatic staff;
- Schedules and coordinates all aquatic related facilities, programs, contracts, equipment and personnel, including aquatic maintenance and custodial functions (which meet or exceed applicable acceptable standards);
- Manages the community center's lifeguard contract; will maintain or acquire a lifeguarding certification and Certified Pool Operator certificate;
- Organizes and conducts orientation and in-service training for aquatic staff;
- Maintains complete and accurate personnel, facility, maintenance and program records;
- Assists with the year-round competitive USA Swim Team program and Seasonal Swim Team Programs;
- Assists the Manager with the development, review and execution of facility risk management policy and procedures;
- Maintains aquatic equipment inventory and supplies;
- Participates in the budget process for aquatic facilities related programs with the City's Public Information Office;
- Performs routine office, administrative functions and special projects as needed;
- Participates in external and internal committees;

# Candidate Qualifications Profile (Continued)

- Acts as Manager on Duty for the Community Center and Mason Municipal Aquatic Center on a rotating basis;
- Other assigned duties;

**Skills, Knowledge, and Abilities**

The following is preferred:

- Swim America Supervisor certification highly desirable (must obtain within first year of employment);
- Basic-level lifeguard, CPR/AED and first aid certifications (must be obtained in the first 6 months of employment);
- Supervisory experience in combination with the ability to work effectively with employees and co-workers;
- Considerable progressively responsible experience in aquatic facility management;
- Thorough knowledge of modern principles, methods, practices of public programs management and community center operations;
- Thorough knowledge of federal, state, and local laws, regulations and standards relating to aquatic facility operations and recreational programming;
- Understanding of expenditure and budgetary processes;
- Experience with leadership and supervisory practices;
- Thorough knowledge and skills to provide a wide variety of activities that meet participant needs and interests; and
- Workable knowledge of public relations, marketing and promotional skills;
- Dependable, flexible and able and willing to work evenings, weekends, and holidays as required;
- Strong written and verbal communication skills;
- Experience coaching multilevel swim teams;

**Minimum Education, Experience, and Requirements**

- Possession of a bachelor's degree in recreation education, sports management, recreation administration or related field that provides the following knowledge and skills; Or any equivalent combination of accepted education and experience that would provide the following knowledge abilities and skills;
- Minimum 5 years' experience as Supervisor in aquatic facilities/ programs;
- Certified Pool/Spa Operator (CPO) or Aquatic Facility Operator (AFO) license preferred;

**Physical Requirements**

- Able to sit for extended periods of time working on keyboarding activities, entering data, creating contracts, etc.;
- Ability to work in adverse environmental conditions (i.e., hot, humid, frigid, chemical fumes, etc.);
- Mobility to perform the functions of the position;
- Function according to the requirements of the facility operator and instructor certifications;
- Lift up to 50 lbs. of materials independently;
- Normal visual acuity to see objects up close or at a distance, with or without correction, or with or without reasonable accommodation;
- Auditory acuity to hear pagers, cell phones, telephones, etc. with or without reasonable accommodation;
- Manual dexterity to perform clerical tasks such as filing, keyboarding, etc;
- Ability to mentally handle associated tasks, problems, solutions, and all other mental tasks associated with positions of this nature;
- Communicate professionally in person, in writing, and other mediums; and
- Proficient in computers and software programs

I understand this position is a position at will, and nothing in this job description and no oral statements made to me in connection with this job description can be construed as a contract of employment.

# City Mission Statement

We are driven to make a difference. We work responsibly, speak honestly, act compassionately, and stand accountable to those who entrust us with their lives, their families, their livelihood, and their dreams. Together—through the guidance of our community and the initiative of our employees—we make the difference that promises Mason an even better tomorrow.

# Benefits Profile

- Public Employees Retirement System: 14% contribution paid by the City of Mason, 10% by employee.
- High deductible insurance plan with optional HSA. Employee portion of the plan is $91/month single, $182/month family. City of Mason owns its own insurance plan. Effective thirty days after hire.
- Dental & Vision combination coverage of $3,100 or $4,500 for $100 per month or less.
- Vacation - 80 hours for year one through year four; 120 hours for the fifth through the ninth year, and 160 hours for the tenth and subsequent years. Contract employees to follow contract.
- Sick leave - Accrual rate of 8 hours of sick leave for every 30 days worked (sick leave may not be taken while on probation). Sick leave does not accrue until employee has successfully completed 6 months of employment.
- Life insurance policy of $50,000 during employment (city pays premium), with option to purchase for family members at a discounted rate.
- Funeral leave - up to three days.
- Personal Time - 112 hours per year. Prorated based on hire date.
- Probationary period of six months.
- Deferred compensation available (no match).
- Approved and related continuing education paid at 50% after completion of probationary period.
- Financial and professional support of related affiliate associations and membership.
- Earnings tax withheld - 1.12%
- Comprehensive wellness program available to all full-time employees with opportunities to earn HSA contributions and other incentives.

This is a Job Announcement and not an individualized job description. A Job Announcement defines the general character and scope of duties and responsibilities. The Job Announcement is not intended to describe and does not necessarily list all the essential job functions for a given position.

No part of this Job Announcement is meant to imply a contractual relationship for the respective position and no person may alter this non-contractual relationship at any time.

# Application Requirements

Applications for this position must be filled out online by visiting imaginemason.org and going to the employment page. It will take about two hours to complete the application and assessment tests. Applications must be submitted prior to the closing date listed above the candidate qualifications.

A résumé will not be accepted in lieu of requested material. Additional documentation will not be accepted at this time; any forwarded will be destroyed.

**Please Apply Online**

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*Equal Opportunity Employer*
*Women, Minorities, and Others are Encouraged to Apply*