

Job Description

Title:	Aquatics Manager
Immediate Supervisor:	Recreation & Facilities Supervisor
FLSA Status:	Full-Time; Exempt
Work Hours:	As necessary to satisfactorily perform the duties of the position



This job description is established by the Eastern Rio Blanco Metropolitan Recreation and Park District (“District”) to outline the basic requirements, duties and general responsibilities of the position of Aquatics Manager. This position is “at-will,” which means the District may terminate the employment relationship at any time and for no reason, subject only to the requirements of federal and state law. Similarly, the employee may terminate the employment relationship without notice at any time for no reason.

Position Summary

The Aquatics Manager's primary duties are the performance of non-manual office work directly related to the District's management and general business operations, as well as the administration and operation of the aquatics facility. The Aquatics Manager customarily and regularly directs the work of two or more employees. The Aquatics Manager makes recommendations regarding the hiring, firing, advancement, promotion or any other change of status of all employees under his/her supervision, which recommendations are given particular weight by the Executive Director.

The Aquatics Manager is responsible for the effective and efficient administration and operation of the District's aquatics facility, including developing and executing programs of water-related activities, monitoring and regulating pool chemistry, performing routine maintenance, scheduling lifeguards, guarding the pool, instructing swim lessons for children and adults, coordinating use of the pool by outside agencies, planning and executing special events, and completing daily reports.

In performing these duties, the Aquatics Manager trains, supervises, schedules, and evaluates aquatics personnel; develops, implements and supervises aquatics-related customer services and programs; assists in developing, implementing and monitoring the annual budget approved by the District Board with respect to aquatics budget items; and positively and effectively interacts with District employees and volunteers, the Board, outside agencies and organizations, and the public.

Primary Duties and Responsibilities

The following duties are an overview of the primary duties and responsibilities of the Aquatics Manager, and do not constitute an all-inclusive list.

1. Consistently promote a positive, professional image of the District at all times, and provide consistent high-quality customer service to all patrons of the aquatics facility;
2. Perform and supervise every aspect of the aquatics facility administration and operation, including developing and executing programs of water-related activities, monitoring and regulating pool chemistry, performing routine maintenance, scheduling lifeguards, guarding the pool, instructing swim lessons for children and adults, coordinating use of pool by outside agencies, planning and executing special events, and completing daily reports;
3. Work with the Recreation & Facilities Supervisor and staff to manage and schedule the programming of the aquatics area in conjunction with other District events and activities;
4. Supervise, schedule, and evaluate lifeguard staff, including correcting work deficiencies, issuing corrective actions, and recommending disciplinary action to the Recreation & Facilities Supervisor and the Executive Director;
5. Perform lifeguard duties personally and train and supervise employees performing lifeguard duties as necessary to ensure effective and safe operations;
6. Exercise discretion and independent judgment with respect to matters of significance, including but not limited to, governmental and public relations; legal and regulatory compliance; and developing, implementing and supervising the District's aquatics facility administration and operation, and aquatics program;
7. Consistently demonstrate positive, effective communication skills and interactions with the District Board, Executive Director, employees and volunteers, other agencies and organizations, and the public;
8. Demonstrate analytical and problem solving skills, including the ability to collect, integrate, analyze, and use data and information, and compare and evaluate possible actions or courses of conduct based upon such analysis;
9. Work, and direct others to work, in a safe manner;
10. Demonstrate a comprehensive knowledge of, and comply with, the District's rules, policies and procedures, including the rules, policies and procedures contained in the District's Member Handbook, and consistently and appropriately enforce them;
11. Assist with developing the aquatics components of the annual budget for Board consideration and approval;
12. Assist as needed in District special events/activities; and,
13. Perform other duties and/or tasks assigned by the Recreation & Facilities Supervisor or the Executive Director from time to time.

Mandatory Qualifications and Requirements

1. Bachelors Degree in Recreation or other related field, and at least 2 years supervisory experience in an aquatics setting; or, any combination of education and/or experience that has provided the knowledge, skills and abilities necessary to perform satisfactorily the duties of the position;
2. Possess or obtain within 30 days of hire/promotion and maintain thereafter: Lifeguard training, Water Safety Instructor Trainer certification, AFO certification, AED certification, and First Aid and CPR for the Professional Rescuer certification;
3. Demonstrated proficiency in swimming;
4. Possess and maintain a valid Colorado Driver's License with good driving record;
5. Knowledge of relevant federal, state and local laws and regulations;
6. Strong time management skills, and ability to multi-task and prioritize multiple projects correctly;
7. Prepare and analyze administrative reports, statements and correspondence;
8. Effectively lead, supervise and train employees and volunteers, and evaluate assigned personnel;
9. Establish and maintain positive working relationships with supervisors, co-workers and subordinates;
10. Communicate clearly and concisely, both orally and in writing;
11. Work well in a progressive, team-oriented environment;
12. Provide consistent, high-quality service to the community;
13. Work with a high level of independence in judgment and decision making with results-based reviews;
14. Possess a positive attitude, and an innovative, creative, flexible and versatile approach to work;
15. Read, write, speak and understand the English language at a level adequate to perform the job;
16. Work a schedule that may include early mornings, evenings, weekends, split shifts and holidays; and,
17. Satisfactorily complete continuing education as necessary to ensure job competency and professional development.

Desired Qualifications and Requirements

1. Ability to read, write, speak and understand the Spanish language.

Working Environment/Physical Requirements

This position involves physical and sedentary activities in and around the District's aquatics facility, including administrative work in an office environment and periods of activity in an indoor aquatics area.

1. Moderate physical activity is required; for example, the ability to lift items in excess of 100 pounds occasionally and 20-50 pounds frequently;
2. This position requires sitting at a desk for periods of time, working for extended periods on a computer, talking on the telephone, standing, walking, kneeling, swimming, stooping/bending, lifting, pushing, pulling, pinching, gripping, reaching over head, reaching away from body, and repetitive motion in an indoor environment with high temperatures, humidity, moisture and noise;
3. Work may result in exposure to gases, chemicals, fumes, odors, mists and dusts, and other hazardous materials;
4. Constant, positive interaction with District employees and volunteers, supervisors, patrons and the public required;
5. This position demands frequent use of sensory activities such as talking, seeing, hearing, smelling, feeling (identifying objects by touch), depth perception and color vision; and
6. This position involves periods of high mental and/or emotional stress.