

Recreation Program Manager - Aquatics

Summary

Oversees the day-to-day operation, maintenance, and administration of one indoor pool and multiple outdoor aquatic facilities within the City of Mentor. Oversees the hiring, training, testing, and certification of all aquatic staff. Develops and implements various aquatic programs. Ensures that all appropriate water health and safety standards are maintained and monitored.

Duties and Responsibilities

Oversees and coordinates the recruitment, training, scheduling, certification, and performance of employees of the facility; supervises the day-to-day activities of staff and custodial employees specific to aquatics facilities.

Oversees and coordinates the administration of the facility, to include scheduling of facility operations and contract management.

Oversees the maintenance of the pools, to include chemistry, climate control, cleanliness, and related maintenance.

Ensures that all appropriate water, environmental, health and safety standards are maintained; ensures pools are compliant with all local, state and national requirements and current on all necessary certifications required for operation.

Develops, implements, and oversees a variety of aquatics programs for community members. Participates in and teaches aquatic and safety certification training sessions, as necessary.

Participates in the development of annual operating budgets and provides fiscal direction to the unit.

Develops and maintains records of operational facility usage; monitors and maintains inventories of pool equipment and supplies.

Prepares statistical reports monthly and prepares data and narrative for inclusion in annual reports.

Represents the organization at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies.

Serves as Manager on Duty.

Performs miscellaneous job-related duties as assigned.

Minimum Job Requirements

Bachelor's degree; at least 5 years of experience directly related to the duties and responsibilities specified. Certification/Licensure: American Red Cross Lifeguard Instructor Certification, American Red Cross Professional Rescuer CPR/AED Instructor Certification National Swimming Pool Foundation, Certified Pool Operator Certification

Completed degree(s) from an accredited institution that are above the minimum education requirement may be substituted for experience on a year for year basis.

Knowledge, Skills and Abilities Required

Knowledge of supplies, equipment, and/or services ordering and inventory control.

Ability to gather data, compile information, and prepare reports.

Ability to make administrative/procedural decisions and judgments.

Knowledge of contract documents and specifications.

Skill in the use of personal computers and related software applications.

Ability to supervise and train employees, to include organizing, prioritizing, and scheduling work assignments.

Ability to communicate effectively, both orally and in writing.

Strong interpersonal and communication skills and the ability to work effectively with a wide range of constituencies in a diverse community.

Records maintenance skills.

Knowledge of customer service standards and procedures.

Ability to read, understand, follow, and enforce safety procedures.

Knowledge of optimal swimming pool water chemistry, temperature, and cleanliness standards.

Knowledge of federal, state, and local regulations, policies, and guidelines for the operation of public swimming pools and public baths.

Ability to recruit, train, and certify lifeguards.

Knowledge of the principles and practices of operating a large, multi-pool aquatic facility.
Skills in program planning and development.

Knowledge of certification standards in area of specialty.

Knowledge of budget preparation, cost estimating, monitoring, and fiscal management principles and procedures.

Conditions of Employment

Must maintain certification status.

Must pass a pre-employment criminal background check.

Working Conditions and Physical Effort

Moderate physical activity. Requires handling of average-weight objects up to 25 pounds or standing and/or walking for more than four (4) hours per day.

Work environment involves some exposure to hazards or physical risks, which require following basic safety precautions.

Work may involve moderate exposure to unusual elements, such as extreme temperatures, dirt, dust, fumes, smoke, unpleasant odors, and/or loud noises.