

Position: AQUATICS MANAGER
Civil Service Title: Recreation Aquatics Manager (c6151)

Main Function:

NORDC Aquatics Manager conducts professional and supervisory recreation work in the oversight of NORDC pool operations and staffing.

Reports to: *NORDC Aquatics Director*

Duties:

- Scheduling, training, and evaluating all seasonal lifeguards.
- Monitoring all pool activities and private rentals to ensure optimum seasonal pool usage.
- Coordinating seasonal aquatics programming with Recreation Center Managers and Lifeguards in keeping with center needs.
- Implementing aquatic programming for the center as directed, including but not limited to instructional classes, swim meets, water polo matches, tournaments, swim lessons, lap swimming, youth swim club and other aquatic programs as developed and assigned.
- Assisting with water aerobic workouts and scheduling of classes.
- Assisting in hiring, training and scheduling qualified lifeguards, instructors and all other pool staff; directly supervises lifeguards, instructors, and other aquatic staff.
- Conducting training of staff in water safety, first aid, and CPR; ensuring that all certifications of staff are maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.
- Assisting in the development of a lifeguard deck rotational system for monitoring the pools and all other pool deck operations.
- Handling the filtration system and other aquatic operating systems with the assistance of a maintenance employee or contractor..
- Maintaining proper pool chemical balance.
- Performing regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to the patrons.
- Assisting with coaching the youth swim program and high school program as needed; assisting with swim meets, tournaments, and other special events.
- Surveying patrons and evaluating programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately; and performing related duties as required.

Knowledge, Skills and Abilities:

- Knowledge of and skill in approved water-rescue and accident-prevention techniques, emergency procedures, simulation drills, water-safety policies, first aid, and CPR, including backboard rescue.
- Knowledge and astute awareness of various aquatic programs, principles and practices
- Physical ability to stand and/or sit for the duration of the shift while using the necessary tools and supplies

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- Physical ability to execute water rescues under difficult conditions and to administer artificial respiration for any length of time required.
- Ability to perform administrative duties
- Extremely responsible, punctual, and detail oriented
- Knowledge of NORDC policies and procedures
- Ability to establish and maintain effective working relationships with general public, staff, patrons, and individuals from diverse backgrounds to maintain order in the pool and adjacent areas firmly and tactfully.
- Ability to understand and follow oral and written instructions
- Ability to represent NORDC in a professional and courteous manner
- Thorough knowledge of recognized swimming methods and the ability to teach such methods to children and adults.
- Ability to react quickly and calmly in emergency conditions.

Employment Requirements:

- **EITHER:** High school diploma **and** four (4) years of experience in aquatic management or closely related field.
- **OR:** Associates degree or sixty (60) credit hours **and** two (2) years of experience in aquatic management or closely related field.

AND:

- Three (3) years paid lifeguard experience or one (1) year of lifeguard supervisory experience.
- Possession of a current, nationally recognized Lifeguard Training Certification from a professional provider.
- Possession of nationally recognized Community First Aid and CPR for the Professional Rescuer certification from a professional provider.
- Possession of nationally recognized Water Safety and/or Swim Instructor certification from a professional provider.

Compensation:

Salary: \$34,368/annually

Work Week: 40 hours per week, subject to flex time and working mornings, mid-day, evenings, weekends, and holidays.