

*Shore Aquatic & Community Center*  
*Full Time Aquatics Manager Job Description*



**NATURE OF WORK:** This position is with the William Shore Memorial Pool District/Shore Aquatic and Community Center. Under the direction of the Director, and executive director, this position is responsible for providing a safe aquatics facility and developmentally appropriate aquatics programming. They will provide onsite/in person supervision, including planning and leading innovative activities. This position will be responsible for the supervision of aquatics staffing (i.e. lifeguards, swim instructors), training, scheduling, and aquatics programs. As needed, the position may assist with the development, coordination, and implementation of general recreation programs for the community.

**ESSENTIAL FUNCTIONS:** The following duties are the main responsibilities of the Aquatics Manager position. This list is not all-inclusive and additional duties may be assigned as needed.

- Schedules, and coordinates the swim lesson program including preschool, youth, teen/adult, & private lessons.
- Ensures that facility spaces are being properly maintained for operations.
- Recruits, interviews, and recommends part-time staff, seasonal staff, and volunteers for programs.
- Trains, supervises, and evaluates aquatics employees and volunteers.
- Follows Star guard operations for lifeguard program.
- Plans monthly in-services for lifeguards and monthly skill checks.
- Supervises record-keeping of in-services, skill checks and certifications of all staff.
- Provides ongoing mentoring and coaching to staff through spending time in water, on deck to introduce and support new ideas, strategies, etc.
- Establishes and maintains a relationship of mutual trust and good communication with program participants, their families, community, and schools.
- Answers questions phone calls and emails within a timely manner.
- Assists with developing, executing, implementing, and adhering to annual budget, by assisting with the completion of Program assessment worksheets.
- Schedules for Aquatics department in conjunction with the director.
- Prepares specifications for new equipment and materials and recommends items for purchase.
- Attending training and conferences to enhance personal development and gain knowledge of new aquatic initiatives.
- Ensures that all employees and volunteers are practicing excellent customer service, and that all policies and procedures are properly implemented.
- Plans swim and aerobics instructor training.
- Ability to work independently making sound decisions best for organization.
- Performs other duties as assigned.
- Assists with routine aquatics related maintenance as available (e.g. Back washes, chemical adjustments, etc...)

**SUPERVISION:**

- Reports to Director, and executive director
- Supervises 40+ staff including lifeguards and aquatics instructors.

**WORKING CONDITIONS & PHYSICAL DEMANDS:**

- The ability to work in a physical setting by walking and moving around. Occasionally use of force to exert up to 50 pounds.
- The ability to work in an office setting at a desk and answering phones.
- Must be able to swim and be willing to teach during lessons when needed.
- Ability to spend long amounts of time in water teaching.
- The ability to lift, carry or otherwise move objects, books, materials, etc. using up to 20 pounds of force frequently, and/or a negligible amount of force constantly to move objects.
- Subject to inside environmental conditions, protected from weather conditions, but not necessarily from indoor temperature changes.
- Ability to work nights and early mornings, weekends, holidays, and odd hours depending on need.

**MINIMUM REQUIREMENTS:**

- Work a varied schedule depending on programming and staffing needs, this includes early mornings, late nights, and weekends.
- Must possess an associate degree; prefer a bachelor's degree in education, Recreation, Outdoor Recreation or Sociology, or a substantially similar area from an accredited college or university. Comparable experience in the Aquatics industry may be considered to fulfill the education requirement.
- Must possess 2 years of current lifeguard certification; prefer Star guard.
- Must possess 1 or more years of progressively responsible experience supervising.
- Must possess 2 years of experience as a lifeguard with good references.
- Must possess 1 year of experience in teaching swimming lessons.
- Must be able to obtain or hold a valid Washington state driving license and a safe driving record.
- Ability to prepare work assignments, research issues, summaries, letters and memorandum, and reports using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to give verbal direction to subordinates, communicate effectively with co-workers and supervisors, and to speak extemporaneously on a variety of subjects.
- Ability to use a variety of computer software applications related to the work, including general word processing and excel spreadsheets.