

# **Position: Seasonal Aquatics Manager**

Sparta Family Aquatic Center

## **Job details**

Salary: \$16 - \$20 an hour

Job Type: Seasonal (May-August)

Hours: Weekdays, Nights and Weekends Required

## **Summary**

Oversees the day-to-day operation, maintenance, and administration of the Sparta Family Aquatic Center, which consists of the Olympic lap swim pool, zero-depth play area, lazy river, slide, building, grounds and more. Oversees the hiring, training, testing, and certification of staff and student employees of the facility. Develops and implements various aquatic programs. Ensures that all appropriate water health and safety standards are maintained.

## **Duties and Responsibilities**

1. Oversees and supervises the day-to-day activities of staff and custodial employees.
2. Oversees and coordinates the administration of the facility and to include scheduling of facility operations.
3. Oversees the maintenance of the pools, to include chemistry, climate control, cleanliness, and related maintenance.
4. 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.
5. Develops, implements, and oversees a variety of aquatics programs for students, faculty, staff, and/or members of the general public.
6. Performs miscellaneous job-related duties as assigned.

## **Minimum Job Requirements**

- Certification/Licensure: American Red Cross Lifeguard, American Red Cross CPR/AED

## **Knowledge, Skills and Abilities Required**

- 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.
- Skills in program planning and development.

## **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.

**Revised Date:** 01/16/2023