



Recreation Department **Aquatics Manager**

Mayor Pamela Bobst

Reports To: Director of Recreation and Civic Center Manager Salary: D.O.Q.
Shift: 8:30 A.M. to 4:30 P.M. Monday through Friday FLSA Status: Exempt
Evenings and Weekends will be required

Position Overview:

Under general supervision of the Civic Center Manager and the Director of Recreation, the Aquatics Manager is a key management position responsible for all facets of the aquatic component of the Don Umerley Civic Center. Aquatics facilities include two lap pools, zero-depth entry leisure pool, lazy river, water slide and other water apparatus. Position will also be responsible for the operation of "The Water Zone" outdoor aquatic facility as well as aquatics programs offered by the department at other sites. Additionally, position will assist with daily operations of the Civic Center, including Building Supervisor duties. The Aquatics Manager uses standard office equipment including, but not limited to, the City's telephone system, computers, and copy machines. The Aquatics Manager uses equipment related to pool filtration, circulation and chemical delivery systems. The Aquatics Manager will also use aquatic rescue equipment. The work is performed in an office and both indoor and outdoor pool facilities. The employee will be exposed to adverse weather conditions as well as humidity, pool chemicals and chlorinated water.

Duties:

Planning, Coordinating and Instructing*

- Develops, markets and implements all aquatics programming at the department's facilities as well as those offered or coordinated by the department. Communicates with Recreation Department Personnel regarding facilities and programming as needed. Liaison with organizations within the city and region that promote swimming and other activities.
- Administers and manages aquatics classes; Learn-to-Swim, Life Guard, WSI, competitive swimming and Water Exercise classes and Private Swim Lessons. Maintains records and oversees registrations. Personally instructs as needed.
- Oversees promotion of aquatics facilities activities. Develops special events. Coordinates the public relations effort as it relates to the aquatics area. Prepare and provide information for publication, press releases and flyers.
- Develops and communicates policies for guiding the Aquatics section.
- Prepares revenue, attendance and expense reports for Aquatics area as needed.
- Develops and manages department budget
- Manages the effective and efficient use of budgeted funds, personnel, materials and supplies.

Employee Supervision*

- Determines, implements, and enforces procedures relating to employees and independent

contractors.

- Recommends hiring of aquatics employees. Ensures an appropriate and properly credentialed staff is maintained, recruited, hired, scheduled, trained (in-service) and supervised.
- Prepares, verifies, and manages payroll for aquatic staff and department.

3. Facility Management and Administration*

- In conjunction with the maintenance supervisor and custodial staff, determines and coordinates programs and process for:
 - Facility and equipment maintenance
 - Facility cleaning requirements and schedule
 - Cleaning and maintenance of filtration, circulation and chemical systems
 - Maintaining high water quality standards meeting Ohio Department of Health public swimming pool operation requirements through the testing, and/or monitoring of water chemistry, filtration rates, etc. Maintains records and inventory of same.
- Responsible for the overall safety and well-being of patrons and staff who utilize the aquatic facilities.
- Ensures the pool facilities are properly staffed, clean, safe and functioning properly.
- Assists in the supervision of the recreation department facilities as building supervisor when necessary and be able to work flexible hours to accommodate those needs
- Assists in the opening and closing of facility as needed
- Requisitions the purchases of supplies and equipment

4. Miscellaneous Duties

- Represents the Department and City at community functions, local groups or recreation industry functions.
- Performs any other duties assigned by the Recreation Director or Civic Center Manager.

**Denotes essential function of the job*

Minimum Qualifications:

- Bachelor's degree in Physical Education, Recreation or related field preferred; experience may be considered a substitute for Bachelor's Degree.
- Minimum three (3) years in a supervisory capacity.
- Certification(s) in ARC Lifeguarding/First Aid and CPR/AED for the Professional Rescuer, Water Safety Instructor required.
- CPO* or AFO* required.
- Lifeguarding Instructor/Water Safety Instructor Trainer's* certification desired. (*If desired certifications are not possessed at time of hire, they must be obtained within three months after date of hire.)
- Water Exercise Instructor certification desired (Aquatic Exercise Association, Arthritis Foundation, American Red Cross or comparable).
- Comprehensive knowledge of community aquatic programming development and operations also required.

Position will be posted until filled. Applications may be obtained at http://s500873721.onlinehome.us/hr_docs/employment_application.pdf or at Rocky River City Hall. Submit completed application, cover letter and resume, Monday through Friday, 8:30 a.m. to 4:30 p.m. at:

**Michael T. Greco, Director
Human Resources Department
City of Rocky River
21012 Hilliard Boulevard
Rocky River, OH 44116**

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