

## **Aquatic Center Manager Job Description**

POSITION: Aquatic Center Manager

FACILITY AND WORK AREA: Aquatic Center, Corning, Iowa

### JOB SUMMARY:

Under the general supervision of the Parks and Recreation Board, supervises and participates in operations of the Aquatic Center. Performs supervisory duties for all Aquatic Center personnel. Performs other duties as required.

### JOB FUNCTIONS:

1. Prepare Aquatic Center for opening and closing of season, including exit interviews with the assistant manager and life guards.
2. Hire & fire assistant manager and lifeguards with approval of the Parks and Recreation Board.
3. Provide supervision to lifeguards; enforce lifeguard attire; assign lifeguard daily duties; provide orientation for lifeguards; schedule and facilitate bi-weekly in-services; draw up weekly staff schedules.
4. Supervise patrons, enforce rules of the Aquatic Center; discipline patrons as appropriate.
5. Respond quickly to all emergency situations; administer first aid to victims of an injury; work with Park and Recreation Board to review the Emergency Action Plan; educate staff on plan.
6. Greet patrons, check in patrons and receive money; sell concessions and maintain daily opening and closing inventory of concessions; supervise bath house.
7. Ensure that buildings and grounds are kept clean and well-maintained.
8. Calculate and approve all time cards before processing.
9. Close Aquatic Center for inclement weather and be on call if weather changes to allow Aquatic Center to reopen; work with Parks and Recreation Board to develop inclement weather guidelines.
10. Prepare daily admissions and concessions reconciliation; prepare and make bank deposit.
11. Take and record water tests (daily and monthly).
12. Order/pick up concession and cleaning supplies; submit bills and invoices; make recommendations for purchases to the Parks and Recreation Board.
13. Maintain calendar for all pool activities.
14. Prepare and present monthly and season end reports for the Parks and Recreation Board.
15. Make recommendations for future planning and policy development.
16. Oversee custodial and daily maintenance duties.
17. Perform other duties as apparent or assigned.
18. Responsible for taking a required Safe Serve Food classes and continued education.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Knowledge of managerial skills; ability to coordinate several employees to operate the Aquatic Center in an efficient and effective manner.
2. Knowledge of facility rules, policies and practices.
3. Ability to effectively communicate with children and adults.
4. Ability to establish and maintain an effective working relationship with superiors, co-workers, and the public.

**CHAIN OF COMMAND:**

City Council - Mayor - Parks and Recreation Board - Aquatic Center Manager - Lifeguards

**EDUCATION, TRAINING, AND EXPERIENCE:**

Required Education: High School Diploma or equivalent GED

Preferred Education: At least one year of post-secondary training

Preferred Experience: Previous experience dealing with the public, particularly children

Required Training: All applicable safety training sessions including, but not limited to:

- Bloodborne Disease Control Plan and Hazardous Communication training
- Red Cross Lifeguard training certificate
- Red Cross Standard First Aid
- Red Cross CPR For The Professional Rescuer certificate
- Safe Serve Food Certificate

Please sign and date below to verify that you have read and understand the Aquatic Center Assistant Manager Job Description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

Job Description approved by Parks Recreation Board 5/11/2016