



1190 BULLET RD. FAIRPLAY, CO | 719.836.0747 | SOUTHPARKREC.ORG

JOB DESCRIPTION

Job Title: Aquatics Manager

Overtime Exempt: Yes

Supervisory Role: Yes

Reports to: Executive Director

Probationary Period: 90 days

Summary:

South Park Recreation Center is seeking a highly motivated Aquatics Manager to oversee all aspects of our aquatics program. The ideal candidate will possess strong leadership skills, exceptional organizational abilities, and a passion for promoting water safety and aquatic fitness. As the Aquatics Manager, you will be responsible for managing and effectively communicating with staff, coordinating programming, ensuring facility safety, and providing exceptional customer service.

Key Responsibilities:

1. **Safety Oversight:** Performs all duties and responsibilities of a lifeguard including monitoring the pool area and enforcing rules to ensure safety of patrons; performs water rescues, administers proper first aid and/or CPR, if needed. Develop and implement emergency procedures and ensure staff are trained to respond effectively to incidents.

2. **Staff Management:** Recruit, hire, train, and supervise a team of lifeguards, swim instructors, and other aquatics personnel. Conduct regular staff meetings and training sessions to ensure adherence to safety protocols and program standards.

3. **Facility Oversight:** Maintains a safe and clean aquatic facility by enforcing all safety guidelines, conducting regular inspections, and addressing any maintenance issues promptly. Performs regular maintenance tasks to ensure mechanical efficiency. Maintains a detailed record system by assembling and analyzing data, and preparing reports as required, including, but not limited to a preventative maintenance plan for the pool facilities and equipment, and daily records of pool chemistry and sanitation.

4. **Programming Coordination:** Works closely with the Programs department to develop and implement a diverse range of aquatic programs and classes, including swim lessons, water aerobics, and special events. Collaborate with other departments to integrate aquatics programming with overall recreation center offerings.

5. **Customer Service:** Provide excellent customer service to all patrons by addressing inquiries, resolving concerns, and fostering a welcoming and inclusive environment. Solicit feedback from participants to continuously improve programs and services.

6. **Budget Management:** Develop and manage the aquatics department budget, including revenue generation, expense monitoring, and cost-effective resource allocation. Seek out opportunities for revenue growth through program expansion and partnerships.

7. Compliance and Reporting: Ensure compliance with all relevant regulations and industry standards, including health codes, safety guidelines, and certifications. Maintain accurate records of attendance, incident reports, and program evaluations.

8. Professional Development: Stay abreast of industry trends, best practices, and advancements in aquatics programming and safety. Pursue opportunities for professional development and encourage staff to enhance their skills and certifications.

9. Other miscellaneous job related duties as assigned by the Executive Director.

Qualifications:

- Shallow Water Lifeguard certification from a nationally recognized organization (ie: American Red Cross) is a plus.
- Shallow Water Lifeguard and CPR/First Aid Trainer certification from a nationally recognized organization (ie: American Red Cross) is a plus.
- Certified Pool Operator (CPO) certification or ability to obtain within a specified timeframe 3 months.
- Minimum of 1 year of experience in aquatics management, including staff supervision and program development, a plus.
- Strong leadership abilities with excellent communication, interpersonal, and problem-solving skills.
- Knowledge of aquatic safety practices, emergency procedures, and risk management principles.
- Proficiency in Google Workspace and recreation management software.
- Ability to work flexible hours, including evenings, weekends, and holidays, as needed.
- Ability to pick up shifts when needed.

Other Requirements:

- Ability to read, speak, write, hear and understand English effectively to communicate with patrons and employees by telephone, in writing, and face to face.
- Ability to visually see persons in need of rescue and to perform water rescue in a timely fashion.
- Ability to establish and maintain harmonious working relationships with other employees, officials and the public.
- Ability to perform record keeping and mathematics.
- Ability to operate basic office equipment, including phone, copy machine, etc.
- Possess the intellectual ability, judgment, stamina, and coordination necessary to normally complete daily assigned tasks within the workday.
- Consent to a background check.
- The ability to lift equipment up to 50lbs. Is
- Ability to repetitively bend and stoop to operate equipment and climb ladders and slide towers.
- The individual must not pose a threat to the health or safety of other individuals in the facility.

Compensation & Benefits:

- Starting salary: \$40,000-\$47,000 depending on experience
- Comprehensive benefits package, including health insurance, vision and dental coverage.
- 80 hours of Paid Time Off, plus Federally Observed Holidays
- Opportunities for professional development.
- SPRC Membership for employee and immediate family member(s) living in the same household.

How to Apply:

Interested candidates should submit a resume, cover letter, and list of professional references to Carrie Fabel, Executive Director at carrie@southparkrec.org. Please include "Aquatics Manager Application" in the subject line.