



Excelsior Springs Parks, Recreation, & Community Center Department

Job Title:	Aquatics Manager	Job Category:	Exempt
Department/Group:	Parks, Recreation, Community Center	Supervisor:	Assistant Director
Location:	Excelsior Springs Community Center	Date Closing	February 22, 2023
Level/Salary Range:	K - \$47,284 starting	Position Type:	Full-time Position

Job Description

GENERAL PURPOSE:

ESPRCC is looking for a team-orientated Aquatics Manager that will assist in shaping the future of a growing ESPRCC Aquatic Division. A successful Aquatics Manager will be someone energized by a fast-paced environment with strong communication skills, the ability to identify areas of improvement, program development and can be a team player. The successful candidate will be responsible for scheduling, training, and supervising staff, along with program development at ESPRCC Aquatic Facilities including: Excelsior Springs Community Center and Rainbow Splash Park. Under the direction of the Assistant Director and in accordance with the mission and purpose of the Excelsior Springs Community Center, the Aquatics Manager shall be responsible for the administration, direction, and supervision of the Aquatics Division. Failure to provide adequate services will result in unsafe recreation facilities or a lack of programs in the community. This will have an impact on the quality of life for all residents and will affect the health and wellness of community members, and youth and elders in particular.

ESSENTIAL JOB FUNCTIONS:

1. Attend any required departmental training.
2. Ensures all staff, including Aquatic Coordinator, Aquatic Leads, lifeguards, learn-to-swim instructors, Swim Team Coach and splash park staff, have the necessary support needed for their sites.
3. Oversees and assists with interviewing, hiring, and onboarding of part-time and seasonal staff.
4. Leads, trains, and supervises Aquatic Coordinator, Aquatic Leads, and seasonal staff to ensure all policies and procedures are followed and that excellent customer service and safety are provided to patrons.
5. Oversees aquatic facilities, ensuring they are clean, safe, and operated at a level of excellence. These facilities include the Excelsior Springs Community Center and Rainbow Splash Park.
6. Oversees program areas, ensuring programs are on-trend and fiscally viable.
7. Coordinates the marketing of programs through the website, social media, and other marketing opportunities.
8. Assists in the development of operating budgets for aquatic facilities and programming.
9. Oversees the development and implementation of staff training for lifeguard in-services along with online training for facility policies & procedures.
10. Ensures all operations are using proper cash handling procedures and ensure a proper daily balance of revenues collected.
11. Assists with the instruction of American Red Cross Lifeguard Certification Courses throughout the year.
12. Develops and maintains relationships with community organizations to promote district-wide programs.
13. Participates in department and district-wide meetings to support and promote district-wide strategic objectives and initiatives.



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14. Opportunity to participate in district-wide committees.
15. Develops and maintains expertise in recreation program trends and issues by attending professional conferences and serving on professional committees to provide leadership in the park and recreation community.
16. Administration of Aquatics Center including but not limited to: orientations for new members and daily experience of members in the pool; implementation of member engagement program initiatives.
17. Follow Clay County Health Department Rules and Regulations.
18. Follow State of Missouri Department of Health and Senior Services Regulations.
19. Assist with the promotion and supervision of swim lessons from infant through adult.
20. Oversees special interest aquatic areas including but not limited to: lifeguarding, water exercise and arthritis programs and all aquatics outreach and aquatics grant funded programs.
21. Assist with all day-to-day maintenance involved with operating an aquatic facility (cleaning, pool chemistry, pump room maintenance, etc.)
22. Must have the ability to lifeguard and teach aquatic courses
23. Responsible for scheduling multiple lifeguards and their subsequent time off
24. Plan and organize staff meetings to ensure consistent communications, directions and accountability.
25. Manage payroll of all Aquatics Division staff.
26. Ensure a culture of inclusion that builds and celebrates diversity within ESPRCC and the community.
27. Assist with scheduling and administering facility usage
28. Performs those activities necessary to ensure the safety of participants
29. Assist with the development and maintenance of the operational manuals for the aquatics center
30. Follow all guidelines according to the city employee handbook, county health codes, American Red Cross Lifeguard, CPR, and First Aid training, the Excelsior Springs Community Center policy and procedures manual, and safety rules.
31. Other duties as assigned by the supervisor.

QUALIFICATIONS AND EDUCATION REQUIREMENTS:

1. Bachelor's degree in Recreation Management, Education or a related field is preferred; experience in recreational programming, preferably in a municipal setting; or any equivalent combination of education and experience.
2. Minimum of TWO years' experience in a management position related to aquatics
3. Excellent written, verbal, organizational, and communication skills.
4. Current American Red Cross Lifeguard Certification
5. Current American Red Cross first aid and CPR certification
6. Current American Red Cross Lifeguard training instructor OR in a position to obtain this certification within six (6) months
7. Current American Red Cross WSI certification required OR in a position to obtain this certification
8. CPO/AFO certification is preferred or ability to obtain within six (6) months of hire is required.
9. Current Water aerobics and/or aquafit certification in a position to obtain this certification



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PREFERRED SKILLS:

1. Strong customer service skills.
2. Ability to follow written and verbal instructions. Intermediate proficiency with Microsoft Office Software applications including Word, Excel and Power Point. Experience with Sportsman software a plus. If no experience must be willing to go through proper training to master this program.
3. Ability to gather information, make computations and assist in other department activities. Must be able to maintain confidentiality.
4. Ability to establish and maintain effective working relations with coworkers and the public.
5. Ability to make work-related decisions in accordance with Department policies and regulations with a minimum of supervision.
6. Skill in organizing, planning and preparing materials and evaluation goals and objectives
7. Skill in selecting, supervising, and appraising, counseling, and discharging personnel
8. Skills in management and staff development.
9. Ability to establish good working relationships with public, subordinates and supervisors
10. Ability to maintain self-control and composure and set a professional example for the staff and participants
11. Ability to demonstrate a strong commitment to patron services
12. Ability to understand, analyze and implement ideas and concepts
13. This work is typically performed while intermittently sitting, standing, stooping, walking, bending, or crouching. Must be able to complete pre-employment physical skills at any point during employment. The employee frequently lifts light and heavy objects, and uses tools or equipment requiring a high degree of dexterity. The employee distinguishes between shades and color.

ADDITIONAL NOTES

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time