

JOB DESCRIPTION



Department	Aquatics
Location	Pleasant Prairie RecPlex, 9900 Terwall Terrace, Pleasant Prairie WI 53158
Job Title	Aquatics Manager
Classification	Salary/Exempt
Pay Range	\$59,200 – \$74,000 (1G01)

Job Summary

The Aquatics Manager is a full-time professional position that oversees the day-to-day operation and administration of the RecPlex's aquatic facilities and programs. Under the general direction of the Director of Recreation Programming, the Aquatics Manager develops, implements, and evaluates various aquatics programs and identifies opportunities to drive continued growth. The Aquatics Manager is also responsible for the Aquatics Department budgeting, personnel hiring and training needed to effectively operate the department. Additional responsibilities include the oversight of swim meets and coordination of rental events.

Job Duties

- Oversees the day-to-day operations of the RecPlex Aquatics Department competition pool and water park and manages the individual pool schedules.
- Provides direct supervision to two (2) full-time Aquatics supervisory staff and responsible for successful recruitment, training, scheduling, supervision, and performance management of Aquatics Department personnel.
- Responsible for developing, managing, and adhering to the Aquatics programs and events budgets.
- Provides oversight of swim meets and rental events: creates and maintains annual schedule for hosted and rental swim meets; ensures that individual rental agreements are completed and deposits are paid; assists with set-up and take-down for swim meets; assists with the supervision of the meet as needed; appropriately schedules staff for all rental and hosted aquatic events.
- Maintains necessary administrative records and tracking methods for RecPlex programming.
- Develops and implements a wide variety of year-round Aquatics recreational opportunities for people of all ages and abilities within the community, including the coordination of the Open Water Swimming Program and scheduling events throughout the summer lake season.
- Maintains the quality of service and operations for scheduled events and provides creative strategies for additional events or meets.
- Evaluates aquatics program activities, identifies strengths and opportunities for improvement, and proposes solutions or new ideas.
- Works closely with other RecPlex departments for schedules and programming and ensures the accuracy of the RecPlex Aquatics Department website.
- Ensures the quality of service and safety of patrons and personnel by leading by example and enforcing RecPlex personnel standards and guidelines.
- Supports with the maintenance of all timing systems and aquatic facility equipment, as needed.
- Demonstrates a strong work ethic, leadership, and customer service orientation.
- Enforces all RecPlex, Village and Department rules, regulations, policies, standard operating procedures and guidelines.
- Performs other duties as assigned by the Director of Recreation Programming or within the scope of the Aquatics Department.

Physical Requirements

- Must be able to communicate effectively as this role requires a high degree of interaction and communication with staff and public.
- The work schedule is flexible and subject to varying shifts with weekend work required for Swim Meets. The Aquatics Manager is included in the Manager on Duty schedule.
- The work of the Aquatics Manager is performed in an indoor pool environment with exposure to warm temperatures and heavy humidity at times; noise, slippery surfaces, water and pool chemicals.
- Moderate lifting is required of 15-50 pounds.

Requirements - educational, certifications and experience

- Bachelor's Degree in Sports Management, Kinesiology, Recreation, Physical Education or closely related field preferred.
- 3+ years of supervision experience in aquatic facility, community recreation program, or related field.
- Strong management skills including leadership and supervisory skills, problem analysis and decision-making, planning and organizing, management control, adaptability/flexibility and time management. Management experience in the aquatics field preferred.
- Familiarity with providing inclusive aquatics or recreation programming for individuals of all ages and abilities. Swim Meet experience preferred.
- Strong oral communication and interpersonal skills for working with a diverse population including other employees, public officials, program participants, and the general public.
- Strong written communication skills for developing reports, correspondence, policies, procedures and organizational communications.
- Proficiency with Microsoft Office applications.
- Experience with fiscal management and budgeting.
- Must have or obtain CPR/AED/First Aid training within three (3) months of hire date.
- An equivalent combination of education and experience sufficient to provide the applicant with the knowledge, skills and ability to successfully perform the essential functions of the job will be considered.

I have read and understand the job duties and physical requirements of this position.

Signature

Date

Village of Pleasant Prairie is an Equal Opportunity Employer.