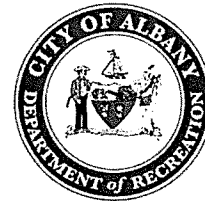


# Aquatic Manager

## City of Albany Department of Recreation

Location: Lincoln Park Pool Salary: \$18.75/Hour

Type: Seasonal



**Job Description:** The Aquatic Manager, under direct supervision of the Operations Manager, is the primary leadership onsite for Aquatic Facilities during the summer. The AM performs professional duties in supervision of the operations of the aquatics pools through coordination, scheduling, and evaluating a variety of operations specific to aquatics within the facility.

### **Examples of Duties and Responsibilities:**

- Schedules all Pool personnel and activities and private rentals to ensure optimum pool coverage; coordinates schedule with supervisors and in keeping with center needs.
- Assists in training and scheduling qualified lifeguards, instructors, and all other pool staff; directly supervises lifeguards, instructors, and other aquatic staff.
- Conducts training of staff; ensures that all certifications of staff are maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed.
- Development of lifeguard deck rotational system for monitoring the pools and all other pool deck operations.
- Handles the filtration system and other aquatic operating systems with the assistance of the Building Maintenance Worker. Maintains proper pool chemical balance.
- Performs regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to the patrons.
- Unlocks facility during the week to allow personnel entry.
- Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately.
- Maintains recreation management software for all swim related activities and events.
- Assists front counter staff with helping customers, taking registrations, memberships, and answering questions related to the facilities and programs.
- Tracks and Collects data including, but not limited to, daily participation, general ages of participants, type of activity performed, and location of pool area most utilized.
- Performs related duties as required.

### **Work Schedule:**

- 11:00 AM – 7:00 PM (Times may vary on dates when receiving chlorine deliveries)
- Monday - Friday
- 6/25/20 – 9/7/20

### **Qualifications:**

1. Graduation from a four year college or university with a Bachelor's Degree in Recreation, P.E. or a closely related field plus three (3) years directly related aquatics experience, or any equivalent combination of education and experience.
2. Considerable knowledge in planning, organizing, and implementing aquatics programs.
3. Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry.
4. Ability to work with the public and possess excellent public relation skills.
5. Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.
6. Requires ability to identify and prevent hazards.
7. Maintain safe environments
8. Handle difficult and irate citizens
9. Work in an individual situation with minimum supervision.
10. Ability to adapt to the daily challenges associated with a busy work environment.
11. Ability to work in a variety of weather conditions.
12. Strong problem solving, conflict management, and organizational skills.