

## **ATHLETICS MANAGER**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a skilled position involving the supervision and training of youth at various recreational facilities in various fitness disciplines. The Athletics Manager oversees and manages the staff of fitness centers and aquatics facility, including overseeing the facilities maintenance and programs. By nature of this position, the incumbent is given latitude for independent judgment in scheduling and promoting the City's fitness and aquatics programs. The Athletics Manager is under the general supervision of the Commissioner of Recreation and provides direct supervision to fitness center and pool staff, who assist with the instruction of the youth.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Oversees equipment orientation and training to staff and patrons at fitness locations, including; programs in operation, participation and attendance evaluation, personnel, problems and needs and takes appropriate action or makes necessary recommendations for action;
- Supervises the establishment and enforcement of fitness centers budgets, contracts, rules, regulations and procedures of the Fitness centers;
- Supervises activities, trainings, staffing, contracts, maintenance and sanitation tasks of the lifeguards and instructors on duty;
- Interprets department and City policies and regulation to aquatic staff and the public;
- Assists Lead Lifeguard and Water Safety Instructors in the scheduling, program design and evaluation of seasonal lifeguards and aquatics volunteers, as assigned;
- Manages daily records of attendance, sanitation, operations, rescues and assists, accidents and first aid form permanent lifeguards and fitness staff, including; an inventory of chemicals and equipment, class materials and pool supplies;
- Maintains statistical data on pool use, payroll and promotional efforts in all aquatics activities;
- Maintains standards of pool safety and sanitation;
- Assists in the operation and maintenance of the pool filtration and chlorination;
- Leads and participates, as well as supervises Recreation Aide(s) and aquatics staff in the performance of their duties;
- Coordinates with community groups, agencies and special interest group to provide a diverse fitness and/or aquatic program for all City residents;
- Performs related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Thorough knowledge of principles, practices and application of life-saving and first aid/CPR techniques;

- Good knowledge of swimming pool operation including sanitation, maintenance, filtration, purification and safety;
- Ability to design, coordinate, plan, promote and participate in weightlifting tournaments;
- Ability to communicate effectively with young people;
- Ability to get along well with others;
- Ability to supervise the work of others;
- Dependability;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

- A. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with a Bachelor's Degree in Recreation, Physical Education or a closely related field and three (3) years paid, full-time (or its part-time equivalent) experience in a fitness center and aquatics facility, one (1) year of which was supervisory experience; OR
- B. Graduation from a regionally accredited or New York State registered college or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree in Recreation, Physical Education or a closely related field and five (5) years paid, full-time (or its part-time equivalent) experience in a fitness center and aquatics facility, one (1) year of which was supervisory experience.

**SPECIAL REQUIREMENT:**

- A valid NYS Driver's License is required at the time of appointment and for the duration of employment.
- Must possess certification in First Aid/CPR/AED at time of appointment and for the duration of employment.
- ACE, AFAA or NETA certified within six months of appointment and maintain certifications for the duration of employment.

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