

VERNON HILLS PARK DISTRICT
Job Description - Seasonal

Title: Aquatic Center Manager
FLSA Classification: Non-exempt
Reports To: Aquatic/Facility Supervisor

SUMMARY

The Aquatic Center Manager is responsible for the daily operation of the Family Aquatic Center including the lifeguards, pool attendants, cashiers, and the physical plant maintenance.

QUALIFICATIONS

The Aquatic Center Manager must be at least 18 years of age and hold current certifications in Lifeguard Training, CPR, AED, and First Aid. The Lifeguard Instructor Certificate is preferred. The applicant must have experience in aquatic center operations including staffing, maintenance, and customer service.

DUTIES AND RESPONSIBILITIES

Essential Job Functions

1. Schedules, organizes, and directs facility operation with approval from the Aquatic/Facility Supervisor.
2. Supervises deck activity, lifeguards, pool attendants, cashiers, and patrons.
3. Organizes and manages the established aquatic center programs and activities providing a high level of customer service.
4. Evaluates personnel and recommends hiring of qualified candidates and/or the dismissal of any employee who does not fulfill his/her responsibilities.
5. Assists with interviewing and hiring of aquatic center staff.
6. Schedules staff. Ensures that the operation is not over-staffed on slow days.
7. Approves all guard substitutions and records staff hours to be turned in to the Aquatic/Facility Supervisor.
8. Enforces pool rules and maintains discipline.
9. Responds to inquiries and requests received from patrons.
10. Wears Uniform while on duty.
11. Sets example for all employees in conduct, dress, and manners.

12. Maintains water and facility in a safe and desirable condition.
13. Maintains and updates knowledge of current practices in First Aid, CPR, AED Lifeguard Training Certification, Water Safety, and outdoor operations.
14. Assumes responsibility for the health and safety of the patrons.
15. Completes Accident and Incident report forms to be turned in to the Aquatic/Facility Supervisor.
16. Ensures that all possible safety measures are observed, including: taking proper care of equipment, conducting regular inspections, and training lifeguards.
17. Responds quickly and effectively to all rescue or emergency situations. Performs first aid techniques and rescue procedures as necessary.
18. Supervises and performs general maintenance of the facility, including pool area, locker rooms, buildings and equipment to ensure a safe and clean environment.
19. Keeps an up-to-date inventory of supplies and requests new supplies as needed.
20. Ensures that the chemical log and readings are kept accurately and up to date.
21. Attends required trainings and meetings. Assists with in-service training.
22. Performs the job safely and in compliance with District policies, procedures, work and safety rules and the employee manual.
23. Performs related duties as assigned by Facility Manager.

PSYCHOLOGICAL CONSIDERATIONS

1. Must work closely with co-workers and the general public.
2. Experiences ongoing concerns for all safety and liability issues.
3. Must have ability to deal with other people under stressful situations.
4. May have to work under stressful situations when First Aid or CPR are required.

PHYSIOLOGICAL CONSIDERATIONS

1. Lifting is occasional, usually 30 pounds or less.

2. Must be able to respond to situations quickly and accurately.

ENVIRONMENTAL CONSIDERATIONS

1. Frequent exposure to various weather conditions, including hot and cold temperatures.
2. Exposure to various chemicals (ie., chlorine, murractic acid, cleaning materials and disinfectants) as used in routine aquatic maintenance.

COGNITIVE CONSIDERATIONS

1. Must be knowledgeable about all aquatic center operations and constantly strive for improvement.
2. Must use good judgment at all times and be aware of immediate surroundings.

This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements and working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job when circumstances change; e.g., emergencies, deadlines, personnel changes, workload and technological development, etc.

Employee Printed Name

Employee Signature

Date

03/09