

# BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

## JOB DESCRIPTION

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Title: Aquatics Facility Manager  
Division: Recreation Services  
Reports to: Recreation Division Director  
Position Status: Full-time – Exempt

### **JOB SUMMARY**

The Aquatics Center Administrator is responsible for the overall operation and programming of the Aquatics Center facility. Responsible for developing and implementing all aquatics programs, lifeguard and instructor training and maintaining the most up to date safety protocols. Also responsible for facility maintenance and improvements, budget development and monitoring, revenue collection, staff payroll, staff hiring and scheduling, community relations, and overall safety at the facility. May also be asked to participate in Board meetings.

### **EXAMPLES OF ESSENTIAL JOB FUNCTIONS**

1. Oversee the training and training program for the lifeguards, maintenance staff, instructors and other Aquatics personnel.
2. Lead, coordinate and perform planning and scheduling for multiple recreation program services, new programs, events, and other activities, and participate in management team and other meetings and workshops.
3. Directly supervise Aquatics Facility Maintenance Technician, Program Manager, Coaches, Recreation Leaders and Aquatics Office Supervisor
4. Understand and have general knowledge of employment laws and regulations.
5. Ability to function at a high level of confidentiality.
6. Lead and oversee the facility maintenance program
7. Coordinate and provide overall leadership for ongoing recreation program planning and facility scheduling and operations, and formulate, implement, and maintain community recreation programs for diverse ages, interests, and genders.
8. Lead and oversee scheduling and supervision of personnel, volunteers, contract instructors, or service providers.
9. Functions as a working manager and be able to contribute to the team by performing various daily and operational tasks when necessary.
10. Oversee training and orientation of new staff regarding recreation and District procedures, forms, and programs, and serve as resource on day-to-day activities.
11. Direct and monitor recreation services, classes, events, functions, facility and equipment operations, safety, and compliance with regulatory standards. Also responsible for accident investigations, risk management, and program safety and quality assurance.
12. Lead, promote, and publicize recreation programs and perform duties such as providing input on District brochures or preparing announcements and promotions.
13. Lead in the development of new programs and services and provide overall liaison with community groups, funding committees, agencies, and recreation planning resources.
14. Responsible for preparation of department budget estimates and advising the Recreation Services Director on a regular basis regarding the status of budgets and accounts. Assures that assigned areas of responsibility are performed within budget, and performs cost control activities.

15. Responsible for the purchase of equipment and supplies and for assisting on fund raising and grants.
16. Serve as a resource to the Executive Director, Commissioners, Division Directors, Department managers, and District staff; and attend Board of Commissioner meetings as needed.

### **ASSOCIATED JOB FUNCTIONS**

- Attend various continuing education meetings, seminars, and workshops.
- Perform other duties and responsibilities as assigned by supervisor.

### **QUALIFICATIONS**

- Equivalent to five years recreational department management, supervisory, operations, community and customer relations, safety, regulatory, and administrative experience with specialty area knowledge and abilities which may include complex facility supervision.
- Requires Bachelor's Degree in recreation, education, or related field, or equivalent experience and training supplemented with continuing education workshops. Red Cross: Water Safety Instructor, Lifeguard & Lifeguard Instructor Training, CPRFPR, First Aid, Waterpark, and AED. Additionally required training: CPO, AFO or equivalent pool operations training.

### **REQUIRED KNOWLEDGE, SKILLS AND ABILITIES**

- Working knowledge of all county, state and federal aquatic safety codes.
- Working knowledge of certification and training best practices for Aquatics personnel.
- Ability to plan, organize, direct, lead, and troubleshoot daily operations, services, and safety of a multi-program public recreation program and its facilities.
- Thorough knowledge of a full spectrum of aquatics programs with knowledge of program management, including overall program services and facility administration.
- A working knowledge of swimming pool mechanical systems.
- Ability to effectively lead recreation services communications and publicity functions.
- Working knowledge of activities and programs in Aquatics.
- Skill in forward thinking and ability to identify problems or issues and develop effective solutions, resolve complex problems, and gain cooperation among interested groups.
- Ability to lead others to common goals and to work cooperatively with other employees, division and department heads, and the public. Ability to accept direction for professional/departmental improvement.
- Knowledge of and the ability to implement trends and practices in aquatics facility management, and community needs and interests.
- Ability to work with a growing District and participate in collaborative activities.
- Ability to interpret and analyze program, regulatory, and management information.
- Ability to effectively manage and, when designated, supervise diverse work activities of professional and technical colleagues in a manner conducive to proficient performance, high morale, and District effectiveness.
- Ability to prepare and present clear and concise short-term and long-range comprehensive recreation service program plans and reports using applicable software.
- Basic competence in spreadsheet software.
- Ability to communicate effectively both verbally and in writing.
- Ability to evaluate and implement safety standards and trainings.

### **WORK ENVIRONMENT AND PHYSICAL EFFORT**

Work is performed in pool, shop, and office environments and requires occasional evening calls and weekend duties. Ability to work at heights, dark conditions, hot/humid, and noisy environments for prolonged periods. Must have the ability to lead and perform recreation services, the ability to sit or stand for extended periods of time, and hand eye coordination and fine manipulation skills to operate computers and office equipment or perform recreation training, instruction, and coaching.

*Equal Opportunity Employer - Americans with Disabilities Act*

*Requirements outlined in this job description may be subject to modification to reasonably accommodate individuals with disabilities otherwise qualified for employment in this position. This job description does not constitute an employment agreement between the District and Employee and is subject to change as the needs of the District and requirements of the job change.*