

BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT

JOB DESCRIPTION

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| Title: | Aquatics Program Administrator |
| Reports to: | Recreation Division Director |
| Position Status: | Full-time |
| Payroll Status: | Salaried |

JOB SUMMARY

The Aquatics Program Administrator is responsible for leadership in the Aquatics Department related to oversight, management, and coordination of aquatic related programs. The Aquatics Program Administrator position also is responsible for assisting in the administration of the Aquatic Center facility so that the health and well-being of patrons and staff is upheld to the highest standard. This is a working manager position with responsibility for staff and program supervision, instruction, training, program development and complete oversight.

EXAMPLES OF ESSENTIAL JOB FUNCTIONS

1. Perform scheduling of aquatic center staff.
2. Hire, lifeguard, volunteers and instructors, train and orient new staff regarding District procedures, forms, and programs. Serve as resource on day-to-day activities.
3. Serve as mentor to aquatic center staff and assist with implementing team building activities to facilitate an inclusive work environment.
4. Oversee and ensure all staff are certified as appropriate
5. Assist with coverage of instructors, coaches, and lifeguards when needed.
6. Support lifeguards and supervisors in the coordination and implementation of special activities at the Aquatics Center.
7. Oversee the ordering of and upkeep of all pool equipment, including monitoring it for compliance with safety and regulatory standards.
8. Responsible for accident investigations, risk management, program safety and quality assurance.
9. Function as first line of communication for parents and other patrons who have questions or concerns regarding aquatic related programs.
10. Serve as a resource to the Recreation Division Director and other staff; and participate in team activities and other meetings and workshops, as needed.
11. Develop and monitor program budgets. Inform the Recreation Division Director immediately of any issues or problems with the budget.
12. Lead in the development of new programs and services. Provide the overall liaison with community groups, funding committees, agencies and recreation planning resources.
13. Serve as a resource to the Executive Director, Board of Commissioners, Division Directors, Department Managers and District staff. May be required to attend Board of Commissioner meetings as needed.
14. Understand and knowledgeable in personnel and operations policies and procedures.
15. Perform other duties and responsibilities as assigned.

REQUIRED QUALIFICATIONS

- Equivalent to three years recreational program coordination, supervisory, operations, customer relations, safety, regulatory, and administrative experience with advanced specialty area knowledge and abilities in aquatics.
- Bachelor's degree in recreation, education, or related field, or equivalent experience and training supplemented with continuing education classes.
- Requires the following current certifications: Red Cross: Water Safety Instructor, Lifeguard & Lifeguard Instructor, CPR, First Aid, Waterpark, and AED. AFO or CPO required within 6 months of hire.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to plan, organize, direct, lead, and troubleshoot daily operations, services, and safety of public aquatics activities and programs, especially in areas related to staff safety trainings and oversight.
- Knowledge and physical ability to teach lifeguarding and aquatics recreational classes.
- Thorough knowledge of aquatics recreational programs and lifeguard services including program and facility coordination.
- Attend various continuing education meetings, seminars, and workshops.
- Working knowledge of fund raising and grant writing.
- Ability to effectively lead recreational services communications and publicity functions.
- 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 ability to implement trends and practices in aquatics recreational and lifeguarding services, 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 recreation service program plans and reports using applicable software.
- Ability to communicate effectively both verbally and in writing.
- Must be able to meet all physical requirements related to required certifications.

WORK ENVIRONMENT AND PHYSICAL EFFORT

This is a non-smoking workplace. The work environment is mainly indoors. Work is performed in an aquatics center and office. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- This individual is regularly required to stand; walk; talk or hear.
- The individual is occasionally required to stoop, kneel, or crouch.
- While performing duties of this job, the employee is frequently required to stand; walk; sit; use hand to handle, or feel, reach with arms and hands. They must be able to talk, taste, smell and see (both near and far). Occasionally they may be required to climb or balance; stoop, kneel or crouch.
- Must be able to hear distress noises and hear and see distress signals in a noisy aquatic environment, including in the water and anywhere in the zone of responsibility.
- May require long periods of sitting or standing in a hot, humid and noisy environment.
- Ability to lift up to 50 pounds.
- Must be able to sit, stand, walk, grab, pull and push objects in or out of water, squat down, stoop, kneel, crouch and jump.

SIGNATURES

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this job. But this job description is not intended to be an exhaustive list of qualifications, skills, efforts, duties, responsibilities or working conditions associated with the position.

Employee Name

Manager Name

Employee Signature

Manager Signature