

Manager, Aquatics Programs (PRN38232B)

Department: 00314 - Campus Recreation

Salary: \$48,000 - \$53,000

Work Schedule: Monday – Friday, 8am – 5pm. Some evenings and weekends maybe required.

Job Summary

Working within the division of Student Affairs in the Campus Recreation Services department the Manager, Aquatics Programs manages, schedules, and coordinates the Crimson Lagoon recreation aquatic facilities in collaboration with the Manager, Aquatics, Risk, and Safety. They hire, train, develop, and supervise lifeguards, head lifeguards, and staff for aquatic instructional programs. They are fiscally responsible for all aquatic budgets and reports. This position works with internal campus community and external facility rentals assisting with space utilization of the three pools at the Crimson Lagoon.

At University of Utah, we ask a lot of our employees, which is why we give so much in return. In addition to your competitive salary, medical/dental/vision/life plan and up to 14.2% contribution to your retirement plan, Campus Recreation Services offers this position the following perks, including:

- **Flexibility:**

Up to 4 days a month (depending on your work) feel free to skip the commute and hit your deadlines from home.

- **Office Culture:**

We have a highly collaborative office. Dress code is relaxed business/casual –we want you to be comfortable. Group and team activities to get to know your co-workers and step outside the office. Kick back and refocus in the relaxation room.

- **Wellness in action:**

Take advantage of our many health and wellness programs on-campus and virtually. This includes mental health and resiliency support, nutrition services, and more.

Free membership to the Eccles Student Life Center. Free sport and outdoor equipment rental, fitness classes, Intramural Sports participation.

- **Community:**

Discounted and sometimes free admission to arts, cultural, museum, lectures and select sporting events on campus.

- **Learning:**

In addition to the many free educational opportunities on campus, the University offers 50% tuition reduction for eligible employees and their families. We also offer many professional development opportunities and an annual budget to develop your skills.

Other benefits and services include:

- Flexible Spending Accounts (FSA)
- Supplemental Retirement Savings Plans (403(b), Roth 403(b), 457(b))
- WellU Employee Wellness Program
- Accidental Death and Dismemberment Insurance (AD&D)

- Supplemental Life Insurance
- Employee Assistance Program (EAP)
- Long Term Care Insurance
- Hyatt Legal Plans
- UESP 529 College Savings Plan
- Auto/Home Insurance
- Family and Medical Leave Act

Campus Recreation Services

is located at the George S. Eccles Student Life Center, which connects student life with academic life to create an engaged campus community. Amenities include a 50-meter pool, indoor and outdoor leisure pools, large indoor hot tub/spa, 320-yard indoor running track, bouldering and 4-story climbing wall, 5 sport courts, racquetball courts, 4 group fitness studios, and a combative room. Additional amenities include a branch of the **U First Credit Union**, **Shake Smart**, and Athletic Training. Campus Recreation Services operates and schedules three outdoor turf fields, an outdoor track, and four sand volleyball courts.

[Student Affairs](#) is comprised of nearly 20 departments and is focused on supporting student well-being and success with the ultimate goal of assisting students in discovering their passion, people, and purpose. To that end, we aim to foster an environment that encourages employees to embrace innovative service delivery methods to best meet the needs of our students. As a result, students have the opportunity to participate in the creation of campus culture, collaboratively working alongside professional staff, student leaders, and academic partners.

Student Affairs departments serve all students at the University of Utah, including undergraduate, graduate, and professional students who come from a variety of backgrounds. In order to best support our students, it is important that staff stay aware of issues and best practices related to student development, identity, and sense of belonging, both locally and nationally.

Qualifications

Bachelor's Degree. Two years' experience in campus recreation including aquatic experience (2 years related work experience may be substituted for 1 year of education); Current lifeguard certificate and CPR for the Professional Rescuer or higher; demonstrated organizational aptitude; staff training, supervision, development, and leadership experience; excellent problem-solving skills; risk management proficiency; effective communication skills; and exceptional guest service skills required. Demonstrated ability to work effectively in teams that value interactions among all individuals and foster a sense of belonging and wellbeing. Knowledge of standard practices and basic understanding of emergency response and risk management in a college community. Experience instructing aquatic programs. Experience with the proper use of safety equipment and risk management associated with aquatics and facility operations. American Red Cross CPR/First Aid/AED certification, and American Red Cross Lifeguarding with CPR/AED for Professional Rescuers and First Aid or ability to complete within 30 days of hire. Maintain current driver's license and satisfy University driving standards.

Preferred Qualifications:

Master's Degree, Lifeguard Instructor, Certified Pool Operator, Water Safety Instructor certifications, Connect 2 software experience, Fusion software experience. American Red Cross CPR/First Aid Instructor certification.

Responsibilities

The following information is intended to be representative of the work performed by incumbents in this position and is not all-inclusive. The omission of a specific duty of responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities.

RESPONSIBILITIES:

- Hire, train, develop, and supervise student lifeguards, head lifeguards, learn to swim instructors.
- Program and schedule the Crimson Lagoon to meet the needs of the user groups and maintain recreation space for the University community.
- Develop, manage, and grow aquatic programs, events, and rentals for the campus community.
- Plan and instruct American Red Cross courses and other applicable certification courses as needed.
- Support departmental emergency response and safety drills.
- Maintain the purchasing, pricing, maintenance, and repair of aquatic program and lifeguarding equipment.
- Conduct daily, weekly, monthly and annual inspections; ensure a clean and enjoyable experience for guests.
- Supports the staffing and supervision of CRS facility rentals and events working with the Membership and Scheduling Manager.
- Maintain all required certifications.
- Continual review and update of operational and employee manuals.
- Daily, weekly, monthly and yearly reports and program assessment records.
- Provide patron service and assist in resolving patron issues.
- Foster a strong and positive learning culture for students and help them to increase enthusiasm and understanding of the learning process.
- Assist in developing budget information for functional areas and monitoring revenue and expenses.
- Manage all program marketing working with the marketing team for all advertising and publicity for programs.
- Assist with the department's student leadership development training for all students in a leadership role.
- Support departmental Diversity, Equity, and Inclusion efforts.
- Assist with department and division wide programs and initiatives.
- Attend local, regional, and national conferences to stay current on industry trends or practices.
- Assess and report on all aspects and functions of position and support the standards and learning outcomes as illustrated in NIRSA and CAS standards.
- Work with the department of Campus Recreation Services to provide high quality programming, engaging and developing students in a manner that enhances their ability to be successful, adding to the campus experience and representing the University of Utah to the highest standards.
- Attend regular professional staff meetings.

- Must be able to work a flexible schedule including nights and weekends. Opportunity to telecommute 4 days per month. Working a flexible schedule to best meet the needs of the position and work life balance.
- Other duties as assigned.

PROBLEM SOLVING

The incumbent provides independent oversight and decision making for all facilities, operations and programs, including internal, University and external groups. The appropriate administration of activities for including planning, staffing, and application of CRS and University Risk Management guidelines and policies is crucial, as selected staff are responsible for making decisions in life altering situations. Must communicate effectively with all guests and program participants, work with multiple levels of personalities, and respond to operational changes and emergency situations.

REPORTING RESPONSIBILITY

This position reports to the Associate Director of Operations.

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