



JOB ANNOUNCEMENT
Open to City Employees and the General Public
Date Opened: May 9, 2025
Closing Date: May 18, 2025 at 5:00 p.m.

Recreation Assistant Manager – Aquatics

25-5-90

Department: Parks & Community Services

Salary Range: 60 (\$64,985/year)

Reports to: Assistant P & C Services Director,
Rec Program/Facilities or Rec Mgr

Supervises: Full-Time and/or Part-time
employees including Recreation Coordinators,
head lifeguards, office/concession workers

Salary and Benefits

Recreation Assistant Manager-Aquatics Salary: \$64,985/year

Individuals hired in this position have the opportunity to progress up to \$97,477/year, which is the maximum salary for this position as of December 2024.

Benefits: Full City Benefits Package. The City of St. George covers 100% of the premiums for the High Deductible health plan for full-time employees and their qualified dependents. New hires also receive 2 weeks of vacation time during their first year of employment, one of which is available to the employee on the first day of employment. To find out more about our benefits package, please visit our website at careers.sgcity.org.

Position Summary

Under general direction of the City of St. George Assistant P&C Services Dir Rec Prog/Facilities, manages all aspects of Saint George City Aquatics.

Essential Functions (Essential functions, as defined under the Americans with Disabilities Act, may include the following tasks, knowledge, skills, and other characteristics. The list of tasks is illustrative only and is not a comprehensive listing of all functions and tasks performed by positions in this class.)

1. Responsible for hiring, training, and supervision of staff necessary to ensure safe operation of aquatic facilities and recreation programs.
2. Manages operation of aquatic centers to ensure they are properly maintained and in proper and safe operating condition. Orders supplies as needed.
3. Develops, organizes, and implements various recreation programs which utilize facilities.
4. Conducts related research and recommends changes in policies, procedures, standards, programs, fees, etc. Designs and implements marketing programs to enhance attendance and revenues.
5. Develops, organizes, and implements recreational programs designed to meet needs of adult and youth population in St. George, Santa Clara, Ivins, and surrounding areas which includes meeting with Recreation Directors, school boards, community representatives, civic groups, swim team officials and coaches, American Red Cross, Board of Health, Senior Games Representative, etc.
6. Works closely with the local school district to facilitate their use of the facilities. Conducts or assists with swim competitions.

7. Coordinates public relations programs and publicity campaigns to attract participation in aquatics and special events programs. Solicits community support and assistance for these programs.
8. Administers annual operating budget for facilities and programs. Ensures all programs are operating within budget. Develops annual operations budget by providing Assistant P&C Services Dir Rec Prog/Facilities with projections and recommendations for future programming and staffing needs.
9. Responsible for collection, handling, and recording of all revenues. Prepares weekly and quarterly reports showing revenues and attendance at facilities.
10. Responds to complaints received by Parks & Community Services and follows through to resolve problems.
11. Performs other related duties as required.

Typical Physical/Mental Demands/Working Conditions

Moderately heavy physical activity. Required to push, pull, or lift medium heavy weights. Uncomfortable working positions such as stooping, crouching, and bending. May have a few disagreeable elements such as appearance of workplace, poor ventilation, or uneven temperatures. Risk of bodily injury is moderate under normal conditions. Occupational safety and health hazards may be encountered under controlled conditions. Intermittent exposure to stress as a result of human behavior. May require working more than 40 hours per week during peak season.

Qualifications

Education: Graduation from accredited college or university with bachelor's degree in recreational management, physical education, or closely related field.

Experience: Minimum of three (3) years full-time paid management experience in maintenance and operation of a large swimming facility. Additional experience may be substituted for education on a year-for-year basis.

Licenses and/or Certifications:

- Must possess a valid driver's license. A valid Utah Driver License must be obtained within 60 days of hire and be maintained throughout employment.
- Must possess current, or be able to obtain d within 1 Year s of hire, and maintain the following certifications:
 - » American Red Cross Lifeguard certification
 - » American Red Cross Water Safety Instructor certification
 - » American Red Cross Lifeguard Instructor certification
 - » American Red Cross CPR/AED/First Aid Instructor certification
 - » AFO certification
 - » Lifeguard Instructor Trainer (LGIT) certification
 - » Water Safety Instructor Trainer (WSIT) certification

Knowledge, Skills, and Abilities

Knowledge of:

- Budgeting and recordkeeping.
- Recreational equipment and facilities.

Skills:

- Computer literate and skilled in word processing and spreadsheets.

Ability to:

- Plan, organize, and implement recreational and special event programs.

- Establish and maintain effective working relations with elected officials, department heads, employees, the public, and officials and employees of other jurisdictions.
- Supervise a staff which varies in size.

To Apply: Submit a completed City of St. George Employment Application online at careers.sgcity.org. Applications are reviewed on an ongoing basis. Position is open until May 18, 2025 at 5:00 p.m. Refer questions to Human Resources at 435-627-4670. Pre-employment drug screening and criminal background screen are required. The City of St. George is an inclusive Equal Employment Opportunity employer that considers applicants without regard to gender, gender identity, sexual orientation, race, color, national origin, age, disability, or genetic information. We make reasonable efforts to provide reasonable accommodation to disabled candidates.