

- **Aquatic Center Division Manager (full-time)**
  - Annual salary range: 53,512.00 – 75,611.00
  - General purpose
    - Oversees daily operations at the Roosevelt Aquatic Center. Ensures that safety for the public and employees remain the priority. Follows the Roosevelt City and Aquatic Center rules and procedures.
  - Supervision received
    - Works under the general supervision of the Assistant Recreation Department Head & Rec Director
  - Supervision exercised
    - Supervises the aquatic center employees
  - Essential functions
    - Maintenance
      - Assists in the maintenance of the mechanical room equipment
      - Assists with vacuuming pools
    - Safety
      - Plans and leads the aquatic center in-services & safety trainings
      - Attends all facility safety audits done by Roosevelt City and outside organizations
    - Operations
      - Oversees the scheduling of lifeguard, customer service, swim lessons, and custodial employees, or a variation of the above as directed by the Assistant Rec Dept Head
      - Assists with front desk point of sale software when questions arise
    - Programs
      - Assists swim club coach with equipment purchases and facility needs
      - Oversee and run the masters swim program and workouts
      - Assists Assistant Rec Dept Head and/or water safety instructor supervisor in overseeing and teaching in the swim lesson program
      - Oversees the lifeguards, their monthly trainings, and day to day needs
        - Fills in on lifeguard shifts when needed
      - Oversees the Customer Service employees
        - Fills in on customer service shifts when needed
      - Oversees in the planning and organizing of all additional activities held at the aquatic center
        - Must be passed by the Assistant Rec Dept Head and Rec Director
      - Fills in as needed in helping oversee different Recreation programs organized by the Rec Director or the Assistant Rec Dept Head
    - Other functions
      - Abides by and enforces all the Roosevelt City and Aquatic Center rules and procedures
      - Assists in making sure decks, pools, equipment, and all areas are set up and put away for each activity
      - Oversee personnel evaluations and implement appropriate actions relating to employee's performance, including corrective action if needed
      - Helps settle questions and complaints from the public
      - Attends Aquatic Center in-services and department head meetings
      - Maintains instructor records and certifications, ensuring no lapse in certifications for all employees
    - Performs other duties as required by the Assistant Rec Dept Head and Rec Director
  - Minimum qualifications

- Sufficient education and training to demonstrate an aptitude or ability to perform above and related duties
- 1-3 years' experience in a supervisory position managing employees and overseeing schedules
- Must be educated in all competitive and noncompetitive strokes
- Must have first aid, CPR, and AED certifications within the first 6 months of employment
- Must have Lifeguard and Water Safety Instructor (WSI) certifications within first 6 months of employment
- Must have pool operator certification within first 6 months of employment
- Must have Lifeguard Instructor and Water Safety Instructor Trainer certification within first year of employment
- Must be available to work early mornings, evenings, weekends, and holidays