

ASHLAND UNIVERSITY

RECREATION & WELLNESS

Title: *Aquatic Manager*

I. Job Summary

The Aquatic Manager's main responsibility is to ensure the safe and smooth operation of the Messerly Natatorium and programs taking place within. This person must be knowledgeable of day-to-day operations and policies of the natatorium, programs, and services. The Aquatic Manager will assist the Assistant Director of Recreation and Wellness, Facility Operations as needed with staffing and programming events within the aquatic facility. As a member of the Recreation and Wellness team, employees should promote and encourage the department's facility, program, and staff.

II. Job Relationship

- A. Responsible to: Director of Recreation and Wellness
- B. Supervised by: Assistant Director of Recreation and Wellness, Facility Operations

III. Operational Responsibilities

- A. Pool Operations:
 - a. Assist the Assistant Director of Recreation and Wellness, Facility Operations with filter room duties including, but not limited to, backwashing, chemical calibration, changing hair and lint baskets in whirlpool and pool, eye flush/shower stations, and acid washing chlorine lines.
 - b. Develop a working knowledge of the PoolComm chemical control system, and be able to trouble shoot.
 - c. Effectively manage all accidents/incidents occurring in the natatorium, supporting other departmental staff as necessary.
 - d. Supervise all High School and Collegiate Swim Meets
 - e. Regularly inspect natatorium for anything that may be broken, inoperable, dirty, or a hazard and take appropriate action.
- B. Staff Management
 - a. Be prepared to substitute for a lifeguard in unforeseen circumstances.
 - b. Stop in on a regular basis when not scheduled throughout the week to check on staff members.
 - c. Adhere to and enforce all policies and procedures set forth in the *Aquatic, Employee, & Policies & Procedures* manuals.
 - d. Assist in rewarding employees by giving Rec Dollars and disciplining the lifeguard staff by administering points when necessary.
 - e. Assist with interviewing and training newly hired employees.
- C. Training
 - a. Attend all August training sessions for Recreational Services Managers in the week prior to term (~ 40 hours)
 - b. Lead or assist in any trainings for department employees prior to Fall, Spring, or Summer terms as needed
 - c. Lead Lifeguard-specific training for both new and returning lifeguards
 - d. Attend all Lifeguard Inservices throughout the academic year. Assist the Assistant Director of Recreation and Wellness, Facility Operations with planning and implementation
 - e. Train or communicate changes in procedures or policies to staff while updating manuals or creating guides for new procedures

- D. Managerial
 - a. Complete all necessary paperwork inherent to the position, such as completing checklists, covering shifts, auditing and evaluating staff, etc.
 - b. Assist the Assistant Director of Recreation and Wellness, Facility Operations with lifeguard schedule each semester and any special event staff
 - c. Maintain aquatic staff scheduling in coordination with events, closures, coverages, and practices.
 - d. Assist with revising and editing the policy and procedures for all manuals within the Department of Recreation and Wellness.
- E. General
 - a. Schedule and work a minimum of 10 hours a week and at least 2 hours a week outside of normally scheduled shifts for office hours.
- A. Intervene in staff and/or patron disputes when necessary while providing quality customer service.
- B. Attend mandatory staff meetings, staff trainings, and all manager meetings.

IV. Risk Management Responsibilities

- A. Coordinate, schedule, and plan all Audit Team Meetings
- B. Determine Weekly Audit questions for Lifeguards and grade questions
- C. Distribute and grade audit questions for all staff areas
- D. Coordinate any additions to Audit Team if needed
- E. Develop monthly skill checks for Lifeguards and determine checkoff times
- F. Regularly check and update all employee's certifications
- G. Ensure that all paperwork is organized and have enough quantities
- H. Check supplies (gloves, masks, lungs, etc.) prior to each course
- I. Regularly check any rolling LG recertification interest and plan sessions if needed

V. Position Qualifications

- A. Current American Red Cross Lifeguard Certification
- B. Current Lifeguard Instructor certification, or agree to become certified within 1 semester of hire
- C. A minimum of 1 year lifeguarding experience with the Department of Recreational Services.
- D. Demonstrated leadership ability.
- E. Demonstrated aquatic knowledge.
- F. Ability to successfully interact and manage staff members and patrons.
- G. Ability to respond swiftly and effectively in emergency situations.
- H. Minimum 2.5 GPA