Title: Aquatic Manager

I. Job Summary
The Aquatics Manager’s main responsibility is to ensure the safe operation of the Messerly Natatorium, through appropriate risk management, staffing, and quality customer service. This person must be knowledgeable of day-to-day operations and policies of the aquatics facility. The Aquatics Manager will assist the Assistant Director of Aquatics and Student Development as needed with staff and programming events within the aquatics facility.

II. Job Relationship
A. Responsible to: Director of Recreational Services
B. Supervised by: Assistant Director of Recreational Services - Aquatics and Student Development

III. Responsibilities
A. Effectively manage all accidents/incidents occurring in the Aquatic Facility, supporting other departmental staff as necessary.
B. Respond to Code Silver emergency situations elsewhere in the Recreation Center.
C. Adhere to and enforce with staff all policies and procedures set forth in the Aquatics Staff Manual.
D. Complete all necessary paperwork inherent to the position, such as completing checklists, covering shifts, auditing and evaluating staff, etc.
E. Test water chemistry, pool temperature and appropriately document all findings.
F. Assist the Assistant Director of Aquatics and Student Development with filter room duties including, but not limited to, backwashing, chemical calibration, changing hair and lint baskets in whirlpool and pool, and acid washing chlorine lines.
G. Be prepared to substitute for a lifeguard in unforeseen circumstances.
H. Assist with staff in-service training by developing and implementing activities and itinerary.
I. Assist with interviewing and training newly hired employees.
J. Assist with rewarding employees by giving Rec Dollars and disciplining the lifeguard staff by administering points when necessary.
K. Assist the Assistant Director of Aquatics and Student Development with lifeguard schedule each semester.
L. Develop a working knowledge of the Pool Comm chemical control system, and be able to troubleshoot.
M. Assist with revising and editing the policy and procedures for all manuals within the Department of Recreational Services.
N. Intervene in staff and/or patron disputes when necessary while providing quality customer service.
O. Stop in on a regular basis when not scheduled throughout the week to check on staff members.
P. 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. Office hours could include but are not limited to any of the following programming: Learn to Swim, water aerobics, incident/ Accident report filing, staff development, Lifeguard Chronicles, organizing and planning staff parties, inventory of all testing
reagents and chemicals, marketing of programs, organizing all supplies for FA/CPR/AED training, and lifeguard training, organization of first aid supply and all fanny packs, develop itinerary for staff in-service, other duties as assigned.

IV. Position Qualifications
   A. Must hold current Red Cross Lifeguard Training Certification, CPR for the Professional Rescuer, Standard First Aid, and AED.
   B. A minimum of 1 year lifeguarding experience with the Department of Recreational Services.
   C. Demonstrated leadership ability.
   D. Demonstrated aquatics knowledge.
   E. Ability to successfully interact and manage staff members and patrons.
   F. Ability to respond swiftly and effectively in emergency situations.
   G. Preferred one of the following: WSI, LGI, or CPR/AED/FA Instructor.

V. General:
   A. Attend mandatory staff meetings, staff trainings, and all manager meetings.
   B. Become an active member of Audit Team.
   C. Effectively communicate with all managerial and full time Department of Recreational Services Staff.
   D. Opportunities for further development within the field of aquatics based on individual interest.