

The Arc of the Emerald Coast Position Description

EMPLOYEE NAME: _____

POSITION TITLE: AQUATIC CENTER MANAGER

DEPARTMENT: ADMINISTRATION

REPORTS TO: CHIEF EXECUTIVE OFFICER

FLSA STATUS: NON EXEMPT

DATE: _____

NEW HIRE*

REASSIGNMENT*

(*verify education/experience and ability to meet work environment requirements)

Revised April 6, 2017

The Arc of the Emerald Coast believes that each employee makes a significant contribution to our success. That contribution should not be limited by the assigned responsibilities. Therefore, this position description is designed to outline primary duties, qualifications and job scope, but not limit the incumbent nor the organization to just the work identified. The Arc does not guarantee set shifts, schedules, or hours.

JOB SUMMARY

- The purpose of the Aquatic Center Manager to direct, administer, and coordinate the activities of the Arc EC Aquatic Center in support of policies, goals, and objectives established by the Chief Executive Officer and the Board of Directors.
- The Aquatic Center Manager ensures that the operational policies and procedures are practices within all operational aspects of the Arc EC programs. The Manager will focus on Programs, Planning, and Administrative duties.
- The Aquatic Center Manager ensures that programs operate in accordance with all rules, laws, handbooks, and requirements of governing and accreditation bodies.

EDUCATION/EXPERIENCE

- Bachelor's Degree in physical education or any equivalent subject.
- Related certifications such as Aquatic Facility Operator (APO), American Red Cross Professional Rescuer, or Certified Pool Operator (CPO).
- Adequate training and work experience in specialized fields.

ESSENTIAL JOB FUNCTIONS

- Manage the administration, planning of contract management, and all the operations conducted within an aquatic structure.
- Interview, train, supervise and certify employees for assorted facilities of a structure.
- Ensure optimum utilization of the facilities by efficiently arranging and planning the private rentals and other activities performed.
- Guarantee that all safety standards are in place by executing the daily scheduled inspection of safety modular to furnish maximal safety to the patrons.
- Ensure compliance with water safety and general standards enforced by the federal government and state authorities.
- Schedule conferences and training programs in water rescue and safety, and lifeguard certification.
- Sometimes, team up with instructors and lifeguards to cover the shortage of manpower.
- Maintain schedule of swimmers and classes from outside providers.
- Look after the hygiene of all aquatic installations and make sure that all equipment and instrumentation are in working order.
- Arrange monthly statistical information and annual report inclusions.
- Other duties as assigned.

REQUIREMENTS/SKILLS/ABILITIES

- Must possess a current Florida Driver's License and be insurable with Arc EC insurance carriers.
- Must produce proof of personal automobile insurance.

- Must be able to successfully pass the background screenings, to include Florida Department of Children and Families, Florida Department of Law Enforcement, Local Criminal, and Motor Vehicle.
- Must be punctual for all shifts, appointments, and meetings.
- Must have regular attendance.
- Must possess excellent communication skills and be able to listen, speak, and write effectively.
- Must be able to read and comprehend simple instructions, short correspondence, and memos.
- Must be proficient in word processing and spreadsheet software.
- Must be able to interact with agency staff and outside associates positively and professionally.
- Carry out detailed but involved written or oral instructions.
- Ability to manage problems as they arise.
- Must be able to think quickly and rationally in a high stress situation.
- Must possess excellent organizational skills.

WORK ENVIRONMENT

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms.
 - The employee is occasionally required to stand; walk; use hands to finger, handle, or feel.
 - Must be able to bend and stoop while lifting 5 pound notebook.
 - Must be able to reach and remove a 5 pound notebook from an overhead shelf.
 - Must be able to lift and carry 15-25 lbs.

- Is employee taking any medications that may alter their ability to fulfill their job responsibilities? If so, please explain:

- Does employee have any medical conditions that would preclude them from performing the essential components of their job as outlined in the foregoing position description? If so, explain:

EMPLOYEE ACKNOWLEDGMENT:

- I have reviewed my position description with my supervisor and acknowledge my understanding of the duties and responsibilities set forth therein. I understand that this job description is not a contract for employment. My signature indicates that I have received a copy of this position description. I also understand that I may, on occasion, be assigned duties that are not listed on my position description.

EMPLOYEE SIGNATURE

DATE

SUPERVISOR SIGNATURE

DATE