

Aquatic Director for Molalla Aquatic District

General Purpose

Under general supervision of the Molalla Aquatic District Board, plans, coordinates, organizes, implements, promotes and evaluates the District's aquatic-related programs, activities and services for the district residents ranging from preschool to elders and to include programs such as swimming instruction, recreation, fitness, competitive and therapeutic programs, as well as Lifeguard and Swim Instructor training.

Essential Duties and Responsibilities

1. Plans, coordinates and manages program and administrative functions of the Aquatic Center. Plans, organizes, integrates and oversees the aquatic program development, implementation, administration and evaluation; conducts needs assessments and identifies appropriate aquatic education programs and activities to meet the needs of a diverse set of participants; develops and implements program schedules; researches new and innovative aquatic-related recreation programs and trends and adapts and introduces programs to meet community needs; evaluates program effectiveness and determines and initiates, terminates, improves or expands program elements as deemed appropriate; oversees and monitors registration and fee collection process; develops, implements and monitors the communication and enforcement of applicable District and program-specific policies, practices, procedures and rules, including those related to safety.
2. Plans and evaluates the performance of assigned staff and instructors; establishes performance requirements and personal development targets; regularly monitors performance and provides coaching for performance improvement and development; recommends merit increases and other rewards to recognize performance; investigates situations that arise relating to accidents, risks of claims, employee performance or misconduct or potential discipline, initiates and administers employee discipline subject to Aquatic Board concurrence as necessary or appropriate in the circumstance, determines and takes appropriate corrective and disciplinary action as necessary and recommends termination if necessary to address misconduct and performance deficiencies, follows Aquatic District policies, human resources policies, and labor agreements.
3. Directs and participates in the maintenance of aquatic facility; operate and maintain the water circulation system and other aquatic operating systems, monitor pool water chemistry, take water quality samples regularly and accurately record results, adjust chemical levels as needed; inspect and observe facility to ensure maintenance of safety standards, sanitary conditions and orderly conduct; coordinate facility maintenance needs with XXXXXXXXXXXXXXXX and communicate work orders for repairs, provide contract management services for necessary work outside the scope/availability of regular staff; supervise custodial work, or other maintenance staff as necessary; ensure chemicals, equipment and materials are properly handled and safely stored when not in use; ensure regular and adequate cleaning of the surrounding pool area, lobby, change rooms, and deck.
4. Provides leadership and works with staff to create a high performance, service-oriented work environment that supports mission, objectives and service expectations; provides ongoing

training of current staff and new staff. Provides overall leadership. Participates in programs and activities that promote workplace diversity and a positive employee relations culture and environment. Assigns, directs and schedules the work of employees.

Job Duties

- Develops, implements and monitors work plans to achieve mission, goals and performance measures; participates in developing and monitoring performance against annual budget, participates in developing, recommends and implements plans, policies, systems and procedures applicable to responsibilities of aquatic program employees.
- Determines staffing needs within budget, responsible for conducting interviews, determining new hire qualification, selecting the most qualified and rejecting unqualified applicants.
- Receives and makes appropriate determinations in the event of safety complaints or grievances.
- Analyzes, determines and addresses program staffing, equipment and facilities maintenance and supply needs; supervises and monitors procurement, distribution, and use of equipment and supplies.
- Receives, investigates and resolves participant, staff, citizen, or contractor inquiries, concerns, complaints and problems.
- Researches, identifies and develops marketing and publicity plans and strategies for Aquatic Programs; oversees development and distribution of and writes and edits brochures, catalogs, flyers, mailers and other publicity materials for activities, events and programs.
- Develops, maintains and updates financial, statistical and other program-specific data, reports, records and databases, including pertinent demographic data and administrative and registration records; develops and prepares written reports and correspondence.

Special Duties

- Keeps abreast of current trends in field/s of responsibility by reviewing professional literature and participating in professional organizations.
- Manages the progress of meeting and achieving benchmark goals as may be established and revised periodically, such as:
 - Increases the pool guest attendance and increase the sales of facility passes and programs
 - Raises the enrollment of students in swim lessons
 - Creates and sustains profitable concession and merchandise sales
 - Seeks, increases and maintains beneficial partnerships
 - Increases rentals
- Identifies, designs and implements new programs to address the changing needs of the community. Adopt and maintain policies appropriate to the Aquatic Center.
- Fosters and maintains a safe, healthy, and rewarding workplace for all staff. This includes motivation, excitement, positive energy, cleanliness, maintenance, organization, and having all necessary safety and health information readily available.

- Interacts regularly with guests to insure a welcoming atmosphere. Instills trust and comfort in the guest experience by partnering and modelling for staff so that user expectations are exceeded.
- Evaluate programs and activities for participation numbers, effectiveness, and makes necessary changes and improvements. Collects, studies, and uses information gathered from guests to successfully maintain the programs and activities in a manner that works for both the facility and guests. Utilizes this information appropriately.
- Maintains guest service standards and provide staff trainings to ensure excellent customer service. Continuously improve service through ongoing training.
- Establishes and sustains standards of service that will:
 - Foster a safe environment
 - Welcome new guests and continue to provide excellent service for regular guests
 - Provides a safe and secure place to enjoy recreation activities

Knowledge Of

- Critical necessities include experience and knowledge of aquatics safety and health standards, the knowledge and credibility necessary to train staff effectively, and the capacity to lead, motivate and supervise effective teams.
- Considerable knowledge of water safety, lifesaving methods, first aid and emergency procedures.
- Mechanical systems and use of chemicals for swimming pool and water chemistry.
- Principles of supervision and personnel practices.
- Knowledge of rules and regulations related to the operation of an aquatic facility including: operating equipment and materials, technical operation standards and health codes for swimming facilities.
- Budgeting and record keeping as well as marketing, promotion, and public relations methods.

Ability To

- Plan, develop, implement and evaluate a comprehensive aquatic program.
- Organize, coach, supervise, train, motivate, counsel and provide effective leadership to staff.
- Develop, implement and enforce program policies, procedures and processes
- Understand, interpret, explain and apply city, state and federal laws applicable to the areas of responsibility.
- Manage multiple tasks efficiently and successfully.
- Maintain a positive outlook and model for others. Maintain a professional demeanor, appropriate communications, and service behaviors while demonstrating an effective management style and effective interpersonal relations.
- Maintain a good working relationship with employees and the public.
- Manage difficult or stressful situations with integrity.
- Act professionally and calm during emergency situations.
- Identify hazards and risks, and respond effectively.
- Communicate effectively both verbally and in writing.
- Delegate work/tasks correctly to meet the overall goals for the facility.
- Prepare concise and complete documents, reports and correspondence.
- Respond sensitively to the community and participant issues and concerns.

- Uphold lifeguard qualification and performance standards as established by the Board.

Work Commitment

The Aquatic Director is a full-time position that works a flexible schedule, including weekends and evenings. Required to be on-call in order to respond to and provide supervision of the facility in emergency situations and as needed.

Supervisory Responsibilities

The position has full supervisory responsibilities for 15 to 30 professional, support and part-time lifeguards, cashiers, maintenance staff, instructors, and other personnel.

Qualifications

Ability to perform essential job duties with or without reasonable accommodation and without posing a direct threat to safety or health of employee or others. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience

Associate or Bachelor degree in recreation management or related field preferred. Five years of recent progressively responsible experience in programming and supervising recreational/aquatic activities and/or programs; or any equivalent combination of experience and training which demonstrates the knowledge, skills, and abilities to perform the above-described duties.

Language Skills

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Computer Skills

Job requires specialized computer skills. Must be adept at using various applications including Excel spreadsheet, Microsoft Word, Adobe publisher, project management, graphics, presentation creating/editing, and communicate by e-mail.

Certificates, Licenses, Registrations

Possession of, or ability to obtain a valid Driver's License within six months of being hired. Possession of a current Lifeguard Certification and CPR/First Aid Certification in a nationally recognized program such as the American Red Cross or Ellis and Associates. Possession of Ellis & Associates Lifeguard Certification and Lifeguard Instructor Certification, Certified Pool Operator Certification and/or Aquatic Facility Operator Certification. May be required to obtain within six months of hire: Swimming Lessons Certification and Water Fitness Certification.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of Aquatic Director. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Specific vision abilities required by this job include close vision, distance vision, peripheral vision, depth perception and ability to adjust focus. While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to stand; walk and use hands to finger, handle, or feel. The employee is occasionally required to sit; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl, and taste or smell.

The employee must frequently lift and/or move up to 50 pounds.

The employee may be required to work effectively in highly stressful situations i.e., first aid, CPR, etc.

The employee may be required to assist extricating a guest up to 300+ pounds from the pool.

The employee may be required to swim 500 yards in 11 minutes or less.

The employee may be required to swim 50 yards, rescue a victim and exit the deep end without using a ladder.

Work Environment

The Aquatic Director works in the Molalla Aquatic Center in view of and observing facilities, program, staff and customers. In doing so, must be able to work effectively with frequent interruptions and noise distractions. Must interact and work effectively with all people regardless of age, disability, race, religion, color, national origin, sex, sexual orientation, social-economic status, gender identity and expression throughout the course of a workday.

The work environment characteristics described here are representative of the those an employee encounters while performing 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 regularly exposed to wet or humid conditions (non-weather). The employee is frequently exposed to fumes or airborne particles and toxic or caustic chemicals. The employee is occasionally exposed to work near moving mechanical parts and risk or electrical shock.

The noise level in the work environment is usually loud.

