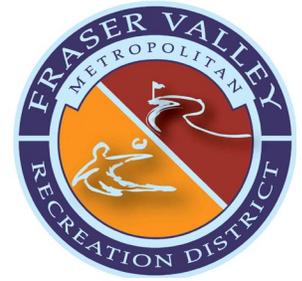


Fraser Valley Metropolitan Recreation District
P.O. Box 3348 Winter Park, CO 80482
970-726-8968



POSITION TITLE: Aquatics Manager
CLASS: Full Time – Year Round
PAY TYPE: Exempt
PAY GRADE: 300
PAY RANGE: \$50,000 - \$70,000 per year plus benefits
SUPERVISOR: Recreation Director

WHY WORK FOR THE FRASER VALLEY METROPOLITAN RECREATION DISTRICT?

The Fraser Valley is situated in a high mountain park and surrounded by the Arapaho National Forest and several wilderness areas. Home to Winter Park Resort, a world-renowned ski resort, the Fraser Valley offers a variety of winter activities and our idyllic summer climate is a haven for outdoor enthusiasts. The FVMRD has established an outstanding reputation for quality recreation and excellent customer service, creating amazing experiences for our residents and guests every day. We invite you to join our team!

GENERAL STATEMENT OF DUTIES: Oversees the maintenance and operations of the Rec Center Aquatics Department. Responsible for the programming, management, administration, promotion, evaluation, and supervision of the Aquatics Department. Requires a general knowledge of GPCRC operations and the ability to address the needs and safety of members and guests.

LEADERSHIP/SUPERVISORY FUNCTIONS:

- Consistently promote the ideals outlined in FVMRD's Culture Statement.
- Educate all staff on FVMRD's Mission, Vision, Values, and Goals.
- Maintain a positive attitude, model proactive communication, and promote a team environment.
- Communicate openly and effectively with coworkers, volunteers, patrons, board members, and the general public.
- Conduct staff meetings to promote customer service, safety, and organizational excellence.
- Implement department policies and procedures, and maintain relevant operational and procedural manuals.
- Attend at least six FVMRD Board of Director's meetings per year.
- Serve as a member on internal committees as assigned.

ESSENTIAL JOB FUNCTIONS: The following examples are meant to be illustrative only and are not intended to be all inclusive. FVMRD reserves the right to modify the essential functions of this job at any time.

- Responsible for all aspects of the aquatic facility including working as a lifeguard, staff management and scheduling, program creation and administration, and daily maintenance and cleaning of the facility.
- Supervise swimming activities at the aquatics facility and ensure that policies, guidelines, and safety procedures are followed.
- Warn swimmers of improper activities or danger, and enforce pool regulations and water safety policies.
- Administer first aid in the event of injury, rescue swimmers in distress or danger of drowning, and administer CPR and/or artificial respiration, if necessary.
- Evaluate conditions for safety and initiate aquatics emergency action plan as required.
- Retain, recruit, interview, hire, schedule, train, supervise, and evaluate all aquatic personnel.
- Act as liaison with the American Red Cross to ensure FVMRD staff maintains proper certifications. This includes FVMRD staff at all FVMRD facilities.
- Design, develop, implement, coordinate and evaluate a variety of aquatics programs, leisure activities, and special events.
- Work in conjunction with the Recreation Director to promote and market aquatics programs through a variety of methods including flyers, website page management, and social media.
- Develop, implement and monitor the pool chemical control program to assure compliance with Local, State and Federal operations and safety guidelines and standards.
- Directs and performs the tasks of a lifeguard, (WSI) swim instructor, aquatic fitness instructor, (CPO) pool chemical

management, and custodial/maintenance duties on an as needed basis.

- Plan and implement safety audits for lifeguard staff.
- Provide a high level of customer service throughout GPCRC and adhere to the Customer Services Standards outlined by FVMRD.
- Help children develop a sense of accomplishment and self-awareness of their aquatic abilities.
- Assist in developing and implementing effective marketing efforts to increase public awareness and participation in programs including social media management and flyer distribution.
- Develop and monitor the aquatics budget; oversee financial well-being by analyzing cost effectiveness and directing cost control activities.
- Order supplies, uniforms, and equipment as needed, monitor program expenditures.
- Complete reports as needed for accidents, incidents, and illnesses that occur at the GPCRC. Respond as the first responder to all accidents, incidents, and illnesses that occur at the GPCRC.
- Serve on the FVMRD Safety Committee and assist in planning safety training for all FVMRD staff.
- Respond to and resolve citizen inquiries and complaints.
- Perform other related duties as necessary.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of Windows based computer operating systems, including MS Office and Rec Trac.
- Knowledge of safety policies, procedures, and practices.
- Knowledge of methods and techniques for providing on-site emergency medical services.
- Thorough knowledge of aquatic equipment and general maintenance, as well as applicable health and safety regulations.
- Knowledge of water chemistry principles as they apply to maintaining a pool; Chemical controllers, chemical feeders, mechanical/pump room systems and filtration, chemical testing units, pressure washers, pool chemicals, electrical panels, etc.
- Knowledge of techniques and skills necessary to plan, schedule, market, implement, and supervise aquatics programs, services, and activities.
- Ability to read and interpret written documents and manuals.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to establish and maintain an effective working relationship with staff members, board members, patrons, and the general public.
- Ability to plan, coordinate, delegate, supervise, train, inspect, and evaluate the work of assigned staff and volunteers in an effective manner.
- Demonstrate customer service/public relations skills including the ability to resolve/diffuse patron issues and complaints.
- Ability to work evenings, weekends, and holidays as necessary.

EDUCATION, TRAINING, AND EXPERIENCE:

- Bachelor or Associates degree preferred; or similar education/relevant certifications.
- High school diploma or G.E.D. equivalent required.
- Minimum of three years of aquatic experience.
- A combination of education and experience may be considered.
- Red Cross Lifeguard Certification including CRP, First-Aid, AED and Oxygen Certifications required.
- Red Cross Water Safety Instructor (WSI) Certification required.
- Red Cross Lifeguard Instructor Certification required.
- Must possess, or be able to obtain within 60 days, Aquatic Facility Operator (AFO) and/or Pool Operator Certification (CPO).

Work Environment: Work is performed in an indoor aquatics facility and may include periods of high activity. The noise level ranges from moderately loud to very loud, and the air temperature is warm and humid. While performing the duties of this position, the employee occasionally works near moving mechanical parts and pool mechanical systems. The employee may occasionally be exposed to wet and dry conditions, fumes, and toxic or caustic chemicals. Employees will be required to read safety data sheets and understand all safety precautions when handling chemicals or hazardous

cleaning materials.

Physical Requirements: While performing the duties of this position the employee is required to walk, stand, sit, talk, hear, and see. The employee is occasionally required to climb, balance, stoop, kneel, crouch, and crawl. The employee must occasionally lift and/or move up to 50 pounds. The employee is required to be able to identify and evaluate field emergencies and to respond physically to those emergencies quickly and appropriately. Headphones are not allowed to be worn during lifeguard shifts.

Fraser Valley Metropolitan Recreation District Benefits

Designated full time employees are eligible for benefits including:

- Medical, dental, and vision plans including spouse, domestic partner, and family coverage options
- Employer paid life insurance
- Retirement plan with 3.75% employer match and immediate 100% vesting
- Paid Holidays
- Paid vacation and sick leave time
- Additional recreation benefits at all FVMRD facilities

The FVMRD is customer service oriented and committed to hiring individuals who respond effectively and efficiently to citizen needs and concerns.

EQUAL OPPORTUNITY EMPLOYER

Employee Name

Employee Signature

Date