

JOB DESCRIPTION:

P/T SEASONAL OUTDOOR AQUATIC FACILITY MANAGER

SUMMARY

The Aquatic Manager assumes overall responsibility for the safe, efficient operations of the Rockville aquatic facility and executes leadership, managerial, administrative, training and facility duties as outlined below.

DISTINGUISHING CHARACTERISTICS:

This class is a direct report to the Rockville Pool Committee and the Rockville Center Board of Directors. The Aquatic Manager supervises one part-time Assistant Aquatic Manager and approximately 16-20 part-time Lifeguards. The pool opens on Memorial Day weekend (Friday, May 27, 2011) and closes on Labor Day (Monday, September 5, 2011) or shortly thereafter. Aquatic Manager's duties may extend 1-2 weeks prior to opening. This is a private, family-oriented rural community pool. It is owned and maintained by its members and governed by the Rockville Center Board composed of center members. We anticipate our membership in the 2011 season will consist of 180-200 families, equating to a total of 700-750 individual members.

APPLICATION DEADLINES:

Applications will be accepted from the general public until the position is filled.

PAY RANGE:

\$11.75-\$15.25 per hour. Pay commensurate with experience. One Rockville Aquatic Manager shirt (uniform) will be provided.

DUTIES AND RESPONSIBILITIES:

- Directs pre-season staff meeting to review duties, skills, and facility operations, and facility specific training.
- Facilitates a safe and fun atmosphere for staff and members
- Responsible for an on-going training of pool staff. Conducts random inspections of the Rockville aquatic facility to ensure facility standards are being maintained. Remedies deficiencies.
- Coordinates handling of daily finance/accounting reconciliations in a manner approved by the Finance Representative of the Pool Committee
- Coordinates and approves the weekly work schedule of pool staff to assure fair distribution of hours and adequate coverage at all times
- Responsible for the timely collection, verification, and delivery of time sheets to the Finance Representative of the Pool Committee
- Diplomatically handles complaints made by the public or patrons that are not completely resolved by the staff prior to escalation to the Pool Committee.
- Manages private and group swim lessons (those not sponsored by the Rockville Swim Team proper) by establishing a sign-up and collection process for any associated Rockville fees
- Advises Pool Committee of short-term (e.g. first aid supplies, cleaning supplies, chlorine, etc.) and long-term (e.g. recommendations for repairs and capital improvement expenditures) needs before and during the season to ensure a safe, well-equipped facility that is capable of operating within a set, predictable budget.

- Ensures chlorine and pH readings are being accurately taken/recorded and constantly maintained within desired range. Adds necessary chemicals to ensure properly balanced, sanitized water quality, conducts back washing process
- Reports information regarding unsafe or suspicious activity including, but not limited to: break-ins, accidents, chlorine leaks, chemical problems to the Pool Committee as situations arise.
- Directs, approves and submits monthly employee performance reviews with assistance (due June 30, July 30 and August 30) to the Pool Committee
- Prepares and presents the end-of-season report to the Pool Committee and Rockville Board of Directors (due Labor Day).
- Performs the duties of a Lifeguard as needed
- Assists other Rockville Center departments as needed.

KNOWLEDGE, SKILLS AND ABILITIES:

- Strong leadership and managerial skills
- Excellent oral and written communication skills
- Integrity, self-motivation and the ability to work cooperatively with respect for members, guests, coaches and other employees
- Knowledge of lifesaving methods and procedures, including Lifesaving, First Aid and CPR, and skill in their application. EMS, nursing or other applied health service experience a plus
- Ability to react quickly and calmly in emergencies
- Knowledge of rules and regulations governing conduct of the public at The Rockville Center aquatic facility
- Ability to enforce rules and address employees' and/or patrons' questions and concerns in a diplomatic, professional manner. Customer Service experience a plus
- Skill in maintaining outdoor swimming pool filtration and sanitation systems

MINIMUM QUALIFICATIONS:

- Must possess current Aquatic Facility Operator Certification or Certified Pool Operator certification upon first day of employment. It may not expire during the term of employment.
- Must possess current Lifeguard Certification upon the first day of employment. It may not expire during the term of employment.
- Must possess Cardiopulmonary Resuscitation for Lifeguards (CPR for Lifeguards) or Cardiopulmonary Resuscitation for Professional Rescuers (CPRPro, CPR for the Professional Rescuer) certificate upon first day of employment. It may not expire during the term of employment. n.b.: Layperson Adult/Pediatric CPR certification will not be accepted as a substitute.
- Must be 21 years of age or older.
- Previous experience in Lifeguarding and managing an outdoor aquatic facility a plus

- Instructor level certificates for Lifeguarding, CPR and Water Safety Instruction is a plus

SCHEDULE:

Candidates must be available to work part-time, 20-30+ hours per week, Monday through Sunday (including weekends, evenings and holidays) at the Rockville pool facility. The Aquatic Manager may not work from home as it is important for this position to maintain a strong physical presence at the facility.

CONTACT INFORMATION:

The Rockville Pool committee may be contacted for any questions or concerns. Completed applications may be submitted by mail or email to:

The Rockville Pool Committee
c/o Christy Luck
12141 Loblolly Lane
Rockville, VA 23146
ctluck@att.net

The Rockville Pool Committee for 2011:

Christy Luck (Chairman): ctluck@att.net	Myra Keener (Finance): bkeen@verizon.net
Lori Osbourne (HR) lori@thesolstice.us	Michelle Nickels: michelle.nickels@gmail.com
Liz Haney (4thehaneys@gmail.com)	Abby Sage: abby.sage@yahoo.com
Laura Moss: lurakathryn2@yahoo.com	Cynthia Siple (Electrical/Chemical): ssiple@embarqmail.com

Approved by Rockville Pool Committee: March 11, 2011