



Job Title: Recreation Aquatics Manager  
Department: Recreation Department  
Reports To: Assistant Director of Recreation  
Supervisory Responsibilities: Supervise Part Time, Seasonal, Program, or Service staff.  
Safety Sensitive: No  
Classification: Fulltime; Exempt  
Driving Status: Yes  
Work Environment: Work is usually performed in a normal office setting but may involve frequent traveling to various sites in the Township. Position may require time in-water for instructional purposes. Position may include work related duties on weeknights and weekends.

Summary: The Recreation Aquatics Manager is responsible for the day-to-day operations & overall success of two (2) outdoor public pools and all aquatic programming. Duties include development, implementation, administration, supervision, and evaluation of assigned programs, activities, staff, and services.

#### Essential Functions

1. Assist Director of Recreation in delivery of department services through new and continued development of recreational programs. This includes an emphasis on aquatic programming and swimming lessons.
2. Supervise contracted, part-time, volunteer, and seasonal program and service staff; interview, recommend pay, assign tasks, discipline; schedule, provide orientation and training, provide follow up to ensure effective delivery of programs and services, resolve problems. Assist with employee recruitment for specialty positions.
3. Provide comprehensive recreational opportunities; i.e. enrichment, sport, educational and single day community opportunities for Township residents with an emphasis on aquatic recreation; assess and evaluate effectiveness of services and future program needs through use of surveys, group meetings and interaction with program participants; plan and organize programs, i.e., determine availability of facilities, recommend and refine program policies and procedures, identify & schedule staff, determine costs, develop program schedules, inventory and order program supplies, and review safety issues.
4. Monitor program and service implementation and delivery to ensure objectives and goals of program are met; resolve problems or conflicts with staff, scheduling, facilities, participants; follow up on reports of accidents or incidents; evaluate program success through use of evaluation forms and informal feedback; maintain program records. Programming oversight includes all aquatic programming, i.e. swim lessons, swim teams, water polo, masters swim team, etc.
5. Oversee all operational aspects of outdoor swimming pools. This includes but is not limited to hiring qualified staff, training staff, purchasing equipment, scheduling staff and hours of operation, and overseeing the financial income and expenses. Work closely with Public Works staff regarding maintenance issues brought to your attention. Take turns being on-call for after-hour operations and scheduling support staff to be on call when you are not.
6. Ensure Lifeguard staff are properly certified and trained by providing oversight of the Lifeguard In-service training program, leading the team of Lifeguard Instructors, and planning and execution of regular in-service training.
7. Assist the Department with training and certifying staff members with CPR, AED, and First Aid trainings.



8. Maintain necessary certifications to complete departmental objectives. Certify part time/seasonal staff with Water Safety, Lifeguard, or CPR/AED as needed for the position.
9. Provide administrative oversight of all aspects of the Overlook Swim Team during the summer swim season. (May – August). This includes ensuring league and recreation standards are met, coaches are informed and prepared, schedules are made, contractors are compensated, and a visible presence to ensure quality control. Additionally, this role coordinates parent volunteers, internal and external stakeholders, participants, staff, and team events.
10. Respond to inquiries and complaints from the public; follow up with Assistant Director of Recreation as to appropriate course of action; meet with representatives of the public, Township, and agencies to discuss problems or questions regarding programs, projects or activities.
12. Provide recommendations for operating budget to Director of Recreation in the aquatic administration areas; ensure proper control of expenditures and efficient use of materials, equipment, and labor; recommend the purchase of materials and supplies; assess aquatic operations and activities for cost efficiency and effectiveness.
13. Provide assistance to Management-level staff during leave time.
14. Assist with frontline employees with job related duties as needed.
15. Assist all staff with planning and implementation of special events or programming as needed.

#### Related Functions

1. Attend professional seminars to stay abreast of developments in professional field and keep certifications current.

#### Physical Requirements

1. Ability to talk, hear, and see.
2. Ability to maintain a valid PA driver's license and drive a vehicle.

#### Competencies

1. Comprehensive knowledge of Township policies, procedures, relevant state and federal laws and regulations, and Township ordinances related to applicable recreation programs.
2. Thorough knowledge of management practices, including supervision, personnel development/training, budgeting, and administration of programs.
3. Basic knowledge of recreational program budgeting including, but not limited to program revenue and expenses.
4. Comprehensive knowledge in the field of aquatic leisure services, and recreational programming.
5. Thorough knowledge of safety practices and procedures for recreational programs.
6. Basic knowledge of computer applications for the department.

#### Skills

1. Basic computer knowledge

#### Abilities

1. Ability to apply management and supervisory principles to solve practical, everyday problems.



2. Ability to evaluate programs and services, make recommendations to the Recreation Director and follow through with a plan of actions.
3. Ability to effectively resolve complaints through proper investigation, mediation and/or action to correct problem.
4. Ability to work with abstract ideas and visualize possible applications in planning for future programming or services.
5. Ability to maintain certifications.
6. Ability to speak clearly, and effectively to the public and program participants.

Required Education and Experience

1. Position requires at a minimum an Undergraduate degree in Recreation Management, Park Management, Leisure Studies, or a related field or 3 years' experience in a related field. An example of acceptable qualifications for this classification is a combination of education, experience and job training which indicates possession of the skills, knowledge and abilities listed above.
2. Certified Lifeguard and/or Swim Instruction experience

Preferred Education and Experience

1. Supervisory experience in Parks and Recreation, Aquatic Programming, and/or Facility Operations.
2. American Red Cross Lifeguard Instructor, or equivalent
3. American Red Cross Water Safety Instructor, or equivalent
4. Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certificate.
5. Certified Parks & Recreation Professional certification

Disclaimer

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Duties, responsibilities, and activities may change, or new ones may be assigned at any time with or without notice.

Signatures

Employees Name Printed: \_\_\_\_\_ Date: \_\_\_\_\_

Employees Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisors Signature: \_\_\_\_\_ Date: \_\_\_\_\_