

Shelbyville/Shelby County Parks & Recreation
Position Description and Job Duties and Responsibilities
Updated: July, 2018

Position Title: Assistant FAC Manager / Aquatics Director
Position Reports To: Director of Parks & Recreation
Division: Parks & Recreation

STATEMENT OF AUTHORITY:

The Director of Parks and Recreation delegates authority of this position. The Parks & Recreation Director upon recommendation of a three (3) or five (5) member review board shall make the appointment to this position.

SUMMARY STATEMENT:

This position provides assistance to the Director of Parks & Recreation, the Asst. Parks Director/Ad, and the Business Operations Manager in the areas of FAC management, Aquatics management and special events.

MINIMUM QUALIFICATIONS:

- A college degree in parks and recreation, facility management, or related field is preferred but not required. Supplemental specialized training in aquatics and/or two (2) years responsible experience in aquatics.
- Shall hold/or willing to obtain their Lifeguard Certification, Lifeguard Instructor Certification and Water Safety Instruction Certificate (WSI). Shall hold or obtain the National Aquatic Facilities Operators Certification (AFO) and/or Certified Pool Operator Certification (CPO).
- Other optional certifications include but not limited to fitness instructor, silver sneakers, yoga, and other health and wellness related certifications.
- Should have a strong background in aquatic operations and management, human relations, public relations, and public speaking.
- Must be willing to attend training and become proficient in Rec Trac/Web Trac (parks accounting and registration system)
- Requires a person, which is self-motivated, people friendly, willing to work in excess of forty (40) hours per week at times, and in excellent health. Evening and weekend hours are frequent.
- Must have good knowledge of budgeting and good budgeting skills.
- Position requires confidentiality, accuracy, firmness, tact, courtesy, resourcefulness, diplomacy, dependability, neatness and must be trustworthy and a very fair person.

NATURE & SCOPE

Under the general supervision of the Director of Parks, performs supervision, management, programming, and maintenance functions for the Department of Parks & Recreation over a three-pool indoor/outdoor aquatic facility. Assist in the management and programming of the 40,000 sq. ft. Family Activity Center. Will be expected to work

in other areas of recreation programming as needed. Weekend, evening, and holiday hours will be required in the work schedule.

JOB DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):

- Overseeing and scheduling employees and all aquatic and pool activities. Gives proper discipline if necessary (verbal warning, written warning, suspension, etc.) Keeps written documentation of all disciplinary action according to park policies and/or SOP's. This documentation and any personnel action taken is to remain confidential with Director, personnel officer and employee in question.
- Organization and oversight of aquatic classes and programs for all ages, including senior citizens and citizens with disabilities. Including water aerobics, swim lessons, etc.
- Oversee daily maintenance of aquatic facility; understand and have strong knowledge of chemical chemistry for pool water and have the necessary knowledge to adjust when needed. Submit work orders to maintenance for any and all maintenance needs.
- Shall oversee that all proper procedures are followed for water quality testing and that chemical readings are recorded properly and kept on file. Report any unsafe chemical conditions immediately.
- Ensure all aquatic areas are safe, clean and not cluttered and all aquatic personnel should assist FAC custodians on inspecting and cleaning locker rooms if requested.
- Shall meet with health department inspector before and/or after inspection on their findings and handle any issues they may bring to our attention. And schedule proper inspections of outdoor pool and waterslide prior to opening for each season. And ensure all health inspections are posted and clearly visible to the public.
- Shall assist the Director of Parks, Asst. Director of Parks/AD and Business Operations Manager in managing the overall operations of the Family Activity Center. With main focus on the following operations:
 - Fitness Facility Management (maintenance, cleanliness, supplies, equipment, etc.)
 - Fitness Instructor Management (recruitment, supervision, evaluations, etc.)
 - Fitness Class Management (scheduling, promoting, evaluating, customer service, participant counts, etc.)
 - Assisting with custodial scheduling, supply / equipment ordering, supervision of custodial staff, etc.
 - Front Desk assistance (providing daily customer service to members and guests of the FAC)
- Speak to special groups, civic clubs, local schools, churches, etc. as needed to promote the FAC and assist with public relations.
- Assist with preparing and submitting yearly budget of the aquatics department as well as the FAC, weekly and monthly reports to the Director of Parks, Business Operations Manager and the Parks Board when requested.

- Assist the Director of Parks & Recreation with special events throughout the year and give assistance to Director when and where needed.
- Organize aquatic programs and special events for community youth, teens and adults.
- Oversee operation of summer outdoor splash pool, maintenance, employee scheduling, safety inspections, water quality reports, outdoor pool and funbrella rentals, and other programs.
- Organize scheduling of private parties and pool outings for entire aquatic facility. Ensure all proper rental agreements and waivers are signed before the rental and the renter understands fully the rules, regulations and what the FAC is and is not responsible for. And ensure there is point of contact for each renter and that specific point of contact or designee meets with the appropriate aquatic personnel assigned to the party before entering the facility. Before they are allowed to enter the facility, the point of contact must show proof they have read and signed the rules, regulations and responsibilities.
- Screens, interviews and recommends to the Director of Parks and/or the Business Operations Manager, aquatic employees for hire and assist with other FAC employees for hire.
- Schedules and supervises Aquatic employees, ensuring all policies and SOP's are followed. Lifeguards must follow American Red Cross protocols for lifeguard procedures such as proper rotations, handling and use of rescue tubes, proper scanning and surveillance, entering water, rescue skills, emergency action plan procedures, etc.
- Shall have knowledge of swim coaching organization and skills.
- Work closely with swim teams (high schools, club teams, etc) and Head Coaches on scheduling of swim team practices and swim meets including lane space, swim meet functions including timing equipment, lane lines, starting blocks, PA system, etc. Ensure all information is entered into Rec-Trac for rental booking purposes.
- Assist with set up of swim meets and be present at the facility, or assign a designee, during major swim meets to handle situations that may arise due to the large amount of swimmers and spectators.
- Set up regular and yearly workshops and in-service training for lifeguards. Work closely with local EMS and other emergency management services to be prepared for emergencies that require local services outside the FAC.
- Shall be responsible for seeing that lifeguards are keeping current on all required lifesaving skills and certifications and that these certifications are posted clearly in public view.
- Will serve as an evening and/or weekend supervisor along with other park department heads for park operations throughout the year.
- Perform other duties as assigned by Director, Asst. Director, and Business Operations Manager.

ACCOUNTABILITY: This position is responsible to the Family Activity Center Director and/or Director of Parks & Recreation.

WAGE: Salaried

BENEFITS: This position includes county retirement, health insurance, sick time and vacation time. Supplemental voluntary health insurance and other insurance are available. Also includes membership to Family Activity Center for the employee and immediate family members in the same household.