



**DRIPPING SPRINGS**  
Texas

## **AQUATICS & ATHLETICS MANAGER**

### **FULL-TIME EXEMPT**

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#### **A. GENERAL PURPOSE**

The Dripping Springs Parks and Community Services Aquatics and Athletics Manager is responsible for overseeing the operations of Founders Memorial Park Pool, serves as the department liaison with the Dripping Springs Youth Sports Association, and oversees the Dripping Springs Skatepark. This position is also charged with developing and coordinating the creation of youth and adult enrichment, wellness, and athletic programs utilizing City parks and facilities to their fullest potential.

#### **B. ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Directs and manages the development, operations, and growth of the aquatic and athletic programs to meet the needs of the community.
2. Recruits, hires, trains, mentors, evaluates, and supervises aquatic and athletic staff and volunteers (lifeguards, swim instructors, cashiers, umpires, etc.).
3. Conducts lifeguarding and swim instructor certification trainings and in-service training for staff.
4. Provides city-wide staff CPR/AED trainings as needed.
5. Creates staff and pool schedule to ensure proper staffing ratios and most effective use of pool to best meet the needs of the community.
6. Oversees and coordinates pool maintenance to include pool chemical levels with assigned maintenance personnel to ensure optimal water quality and equipment operations.
7. Ensures that safety procedures are followed and that all programs and facilities are in compliance with Federal and State safety laws and regulations.
8. Develops and manages the aquatic and athletic budgets while closely monitoring revenues and expenses throughout the year including the purchasing and acquiring of supplies and equipment.
9. Performs administrative duties including creating daily financial reports and pool chemical reports.
10. Oversees general park improvement projects at the pool, skatepark, and athletic fields.
11. Serves as year-round liaison for TAAF summer recreational swim team and contract

- management.
12. Develops and manages adult softball leagues and other community-desired recreational pursuits.
  13. Responds to citizen requests for information and complaints with respect to athletic programs, pool operations, and skatepark operations, and provides appropriate follow-up.
  14. Develops and manages skatepark programs and patron usage.
  15. Other duties as assigned.

### **C. SUPERVISION**

Works under the supervision of the Parks and Community Services Director.

### **D. EDUCATION, EXPERIENCE, AND CERTIFICATIONS**

1. Bachelor's Degree in Recreation Administration, Public Administration, Kinesiology, Therapeutic Recreation, or other related bachelor's degree or a minimum of four years of experience in municipal Parks and Recreation department.
2. Certifications: American Red Cross Water Safety Instructor (WSI), American Red Cross Lifeguard & Instructor, CPR for Professional Rescuer Instructor, Adult & Pediatric CPR/AED, First Aid, Pool Operator or Aquatic Facility Operator (or able to obtain within 6 months). Certified Park and Recreation Professional (CPRP) preferred.
3. Two years of aquatic program management including experience with teaching swim lessons at a progressive level, swim team coaching, and training lifeguards.
4. Experience with or working knowledge of athletic league creation and management.
5. Strong organization, communication, public relations, and leadership skills required.
6. Ability to establish and maintain effective working relationships with City employees, City officials, vendors, and public.
7. Experience in public speaking, training, and presenting to public officials.
8. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
9. Ability to communicate effectively orally and in writing.
10. Ability to work independently and exercise good judgment.
11. Experience in Aquatics including best practices (specifically pool management and aquatics programming such as swim lessons, water aerobics, seasonal youth swim teams).
12. Proficient in marketing via social media platform channels, in various software systems (Microsoft Office) to promote all park programs and aquatics happenings.

### **E. TOOLS AND EQUIPMENT USED**

Personal computer, including work processing, program and rental registration software, familiarity and skill with social media posting and marketing, and spreadsheet software; email, calculator, phone; printer; copy machine; and general maintenance equipment.

### **F. SPECIAL REQUIREMENTS**

1. A valid state driver's license.
2. While performing the duties of this job, the employee is frequently required to sit, communicate, use hands; and reach with hands and arms.
3. The employee is required to be a proficient swimmer and have the ability to rescue and remove an individual from the water.
4. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment, and furniture.
5. Must have reliable transportation.

#### **G. WORK HOURS**

This is a 40 hour per week position. Work hours will vary based on the pool season, events, programs, or projects assigned throughout the year. Hours may include holidays, weekends, and evenings and on call when off-duty if needed at the direction of the Parks and Community Services Director or City Administrator. This position is a full-time exempt position and eligible for compensatory time off as described in the DRIPPING SPRINGS PERSONNEL MANUAL. Any compensatory time performed must be preapproved by the direct supervisor.

#### **H. WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to perform the essential functions if needed.

1. The employee regularly works in indoor and outdoor environments; exposure to extremes in weather condition; work on slippery or uneven surfaces, work with electricity; work with and around heavy machinery, work in or near vehicle traffic; exposure to dust and fumes; possible exposure to toxic chemicals.
2. The employee will regularly work with minimal supervision.

#### **I. SALARY**

Salary is commensurate with the position. Pay days will be the days as listed in the current CITY OF DRIPPING SPRINGS PERSONNEL MANUAL.

#### **J. BENEFITS**

Benefits shall be in accordance with those outlined in the "CITY OF DRIPPING SPRINGS PERSONNEL MANUAL", as may be modified by the employee's offer letter and subsequent revisions to the Manual.

#### **K. EQUAL OPPORTUNITY EMPLOYER**

The City's employment decisions are made without regard to race, color, religion, sex, age, national origin, sexual orientation, handicap, or marital status. Discrimination or harassment

against any person in recruitment, examination, appointment, training, promotion, discipline, or any other aspect of personnel administration because of political or religious opinions or affiliations, membership or non-membership in employee organizations, or because of race, color, national origin, age, disability, veteran status, sex, or marital status is prohibited. If you would like to arrange for accommodations, we encourage you to contact Michelle Fischer at (512) 858-4725.

***Please note:*** *This Position Description is not a contract and shall not be construed to alter an employee's at-will relationship. The terms and conditions of any employee's position with the City may be altered by the City Council at any time. To the extent reasonably possible, this Job Description, the Personnel Manual, and the employee's Offer Letter shall be read together in harmony. If there are conflicts between this Position Description, the Personnel Manual, and the employee's Offer Letter, the most specific term or condition of employment shall govern.*

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