



## **PROGRAMS & AQUATICS MANAGER**

### **Full-Time Seasonal**

*(April through October)*

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

The Dripping Springs Parks and Community Services Programs and Aquatics Manager's general purpose is to serve as pool manager overseeing operations of Founders Memorial Park Pool and future Skate Park. This position is also charged with coordinating the creation of youth & adult enrichment, wellness and athletic programs utilizing City parks and facilities to their fullest potential.

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

1. Supervises Lifeguards, instructional swim program when offered, and serves as liaison for TAAF summer swim team.
2. Hires, trains, schedules and supervises pool and program staff, program contractors, and volunteers.
3. Conducts in-service training for staff.
4. Performs administrative duties including creating daily financial reports and pool chemical reports.
5. Teaches and/or coordinates American Red Cross Health and Safety program course offerings as well as provide city-wide staff CPR/AED trainings as needed.
6. Maintains pool chemical levels and pool with assigned maintenance personnel to ensure optimal water quality and equipment operations.
7. Supervises skate park and patron usage.
8. Develops "on call" aquatic emergency chain of command system.
9. Develops and expands relationships with existing youth and adult sport associations and the local YMCA.
10. Creates a thriving park wellness program that encourages hiking, nature observation, yoga in the park, walking and other clubs, tai chi, etc. Build community through identifying people with common interests that enjoy essential quality of life pursuits.
11. Responds to citizen requests for information and complaints with respect to programs, pool operations, skate park operations and provide appropriate follow-up.
12. Plans, schedules, and implements all recreation programs, Coyote Kids Day Camp, classes for children, adults, families, and seniors ensuring orderly integration throughout the year and maximize program participant health/safety: conducts or provides supervision of programs as required; requisitions supplies; organizes registration and instructor staffing.

13. Other duties as assigned.

**C. SUPERVISION RECEIVED**

Under the supervision of the Parks and Community Services Director and the City Administrator.

**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 program management including experience with teaching swim lessons at a progressive level, swim team coaching, and training lifeguards with minimum education of high school diploma or equivalent..

1. Strong organization, communication, public relations, and leadership skills required.
2. Ability to establish and maintain effective working relationships with City employees, City officials, vendors, and general public.
3. Experience in public speaking, training, and presenting to public officials.
4. Ability to handle and maintain confidential and sensitive information while maintaining confidentiality.
5. Ability to communicate effectively orally and in writing.
6. Ability to work independently and exercise good judgment.
7. Experience in Aquatics including best practices (specifically pool management and aquatics programming such as swim lessons, water aerobics, seasonal youth swim teams).
8. Experience with or working knowledge of athletic league creation and management.
9. Proficient in marketing via social media platform channels, in various software systems (Microsoft Office) to promote all park programs and aquatics happenings.
10. 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) a bonus!

**E. TOOLS AND EQUIPMENT USED**

Point of Sale and Recreation Program Registration computer software system (Activenet), Microsoft Office, water safety equipment, calculator, pool maintenance equipment, basic cleaning equipment, and aquatics rescue 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. The employee is required to be a proficient swimmer and have the ability to rescue and remove an individual from

the water.

3. The employee must occasionally carry, lift, hold, push and/or pull up to 50 pounds of office supplies, files, equipment and furniture.
4. Must have reliable transportation.

**G. 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. The employee regularly works in outside weather conditions; works in both indoor and outdoor environments; and has exposure to extreme weather conditions. The employee will regularly work with minimal supervision and independently at Founders Memorial Park Pool Administrative office.

**H. WORK HOURS**

The Programs & Aquatics Manager position is a full-time, seasonal, non-exempt position. Work hours will vary based on the pool season, events, programs or projects assigned throughout the year. This position is non-exempt and eligible for overtime pursuant to the needs of the City, if the employee works more than forty (40) hours in a seven (7) day work period, and at the direction of the Parks and Community Services Director or City Administrator. Any overtime hours performed must be preapproved by the Parks and Community Services or City Administrator. 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.

**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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