

**Aquatic Manager & Aquatic Assistant Manager:** The Leitchfield Aquatic Center is looking for an Aquatic Manager and Assistant Manager to oversee the development, organization, and implementation of the aquatic programs. The Aquatic Managers are responsible for ensuring the aquatics experience is safe and enjoyable for members, visitors and program participants.

The Aquatic Manager is responsible for the operation of the Aquatic Departments (Concessions, Admissions, Lifeguards), maintaining a swim lesson program that meets the needs of the participants of all ages and swimming abilities as well as supervisory and administrative duties to assist in the direction of the Aquatic Program. Schedule Flexibility will be a key component for this position.

The Aquatic Assistant Manager will work part time directly under the Manager.

The following work experience and certifications are preferred.

- Management experience
- CPR/AED Certified
- LGI/WSI Certifications
- Lifeguard Certification

Job Purpose: Responsible for providing leadership and management to the operation of the Leitchfield Aquatic Center involving Admissions/Concessions/Lifeguard.

### **Duties and Responsibilities**

- Supervise the entire scope of the water activities, safety programs and events
- Schedule and supervise employees (Admissions/Concessions/Lifeguard)
- Responsible for supervision of programs and program quality.
- Responsible for directing and managing all aspects of safety including implementing safety procedures, training, and record keeping.
- Effectively use management skills to control customer interactions.
- Execute Policies and procedures professionally and accurately.
- Lead and implement biweekly staff meetings.
- Communicate all information to Director of Parks and Recreation/Aquatic Operator Supervisor.
  - Incident reports
  - Subordinates verbally and written.
- Maintain a clean and safe environment for patrons and staff.
- Responsible for daily/nightly cleaning of the facility.
- Answering emails, Facebook messages and phone calls in a timely fashion.
- Training and development of staff on the different processes and procedures.
- Assume responsibility while on duty for administering disciplinary action as required.
- Monitor and record chemical readings and make adjustments as needed (this is when the Aquatic Operations Supervisor is not on duty)
- Any other duties as assigned.
- Ability to work nights, weekends and holidays.

### **Physical Requirements**

This position can involve sitting, standing, walking, running, stooping, carrying, pushing, pulling and swimming.