

# SPOKANE PARKS & RECREATION

## Job Description – AQUATIC FACILITY MANAGER



<b>Division/Department:</b>	Parks Aquatics	<b>Compensation:</b>	\$15.00 per hour
<b>Location:</b>	Various Aquatic Facilities		
<b>Job Title:</b>	Assistant Aquatic Facility Manager		
<b>Reports to:</b>	Josh Oakes – Recreation Supervisor		

Part-time : up to 40 hours per week

### GENERAL DESCRIPTION

Responsibilities include supervision of overall operation, including all programs at one of six City Aquatic Centers. This includes: training, assigning, supervising, assist in scheduling and evaluating staff; ensuring safety of staff, participants, and patrons. Ensuring that custodial and maintenance duties are performed properly and frequently enough to achieve sanitary and pleasing conditions at the facility; seeing that facility and equipment function properly and is in good repair through staff efforts and work order requests; completing and maintaining daily records and weekly reports, and other paperwork as required; ensuring that the public is handled effectively and with consideration using good public relations skills. This position has ultimate responsibility for ensuring that all facility operations are conducted in a safe and healthful manner. Schedule flexibility granted as needed by Aquatics Supervisor.

### WORK RELATED REQUIREMENTS

- Have excellent communication skills [ability to answer phones, and speak with public] and decision-making skills
- Thorough knowledge and application of facility characteristics and lifeguarding techniques as well as pool mechanical operations.
- Ability to work as a team member while encompassing supervisory responsibilities
- Familiar with Microsoft Office Suite (Word, Excel, Outlook) and computers
- Ability to lift up to 50 pounds
- Ability to maintain composure and delegate duties in high stress situations
- Knowledge of American Red Cross and other aquatic related programming

### QUALIFICATIONS

- Must be at least 18 years of age at time of appointment
- High School Diploma/GED
- At least 2 years employed as a Lifeguard or similar position
- Possess a valid government issued ID and Social Security Card
- Required to submit to background check and drug test
- MUST possess current (through summer) certifications in American Red Cross Lifeguarding & First Aid; American Red Cross Water Safety Instructor; American Red Cross CPR for Lifeguards; American Red Cross Blood Borne Pathogens at time of season opening.

APPLICATION DEADLINE: Open Until Filled

SELECTION PROCESS: 50% Applicant Screening; 50% Oral Interview

*The City of Spokane is an Equal Opportunity Employer*