
Position:	Manager of Recreational Programs, Aquatics	FLSA:	Exempt
Department/Site:	Facility Services	Salary Grade:	Placement on Salary Schedule
Reports to/Evaluated by:	Assistant Superintendent of Facility Services	Salary Schedule:	Admin. Management

SUMMARY

Supervises, assigns, reviews and participates in the work of staff responsible for providing community aquatics programs. Performs a variety of technical tasks relative to assigned programs.

DISTINGUISHING CAREER FEATURES

The Manager of Recreational Programs, Aquatics is accountable for the education, training, safety, maintenance, and expansion of the District’s aquatics program. Requires exercise of independent judgment when analyzing and resolving problems or developing solutions including handling complaints from public or employees and other matters of similar complexity. Volume of work is high and requires the ability to prioritize projects to meet District and Program needs. Interactions with others in the administrative organization are frequent and usually technical in nature. Requires leadership and supervisory skills.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plans, prioritizes, assigns, supervises and reviews the work of staff responsible for implementing aquatics programs.
- Responsible for the selection of the District aquatics staff. Provides or coordinates staff training. Works with employees to correct deficiencies. Implements discipline procedures.
- Recommends and assists in the implementation of goals and objectives. Establishes schedules and methods for providing aquatics programs; implements policies and procedures.
- Prepares various reports on operations and activities.
- Participates in the preparation and administration of the assigned program area budget. Submits budget recommendations. Monitors expenditures.
- Responsible for scheduling and staffing all of the District swim facilities.
- Responsible for billing and accounts receivable for all District aquatics programs.
- Directs and provides assistance to community groups concerning fund-raising activities and programs.
- Provides assistance and consultation to the District schools regarding assigned programs; assists in developing components of school programs in assigned area.
- Promotes assigned activities and programs within the school and community.

- May manage and coach the Clovis Swim Club; coordinates District involvement in USS Senior and age group competitive aquatics program; works with CIF to advance the competitive aquatics programs in the District.
- Performs related duties and responsibilities as required.

QUALIFICATIONS

Knowledge and Skills: Requires thorough knowledge of the theory, principles and practices associated with services and activities of community aquatic programs plus specialized knowledge in program area of assignment. Requires knowledge of the goals and objectives of the District programs and specialized knowledge in a single area of specialization. Must know basic principles of supervision, training and staff evaluation. Requires knowledge of relevant Federal, State and local laws, codes and regulations, including health and safety regulations. Must know equipment, materials and terminology used in assigned program. Requires good planning, organizational and communication skills.

Abilities: Requires the ability to independently perform all of the duties of the position efficiently and effectively. Requires the ability to supervise, organize, and review the work of technical and clerical staff in a manner which promotes high morale and efficiency. Must be able to plan, organize, and prioritize work to meet schedules and timelines. Requires the ability to prepare clear and concise reports and routine correspondence. Must be able to establish and maintain effective working relationships with those contacted in the course of work including District officials, parents, students, and the general public.

Physical Abilities: Requires good arm, hand, finger dexterity in order to operate keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone. Depending on area of specialization (swimming.), will require hand, arm, leg, foot dexterity and coordination sufficient to perform specific athletic activities. May also be exposed to related safety or health hazards.

Education and Experience: BA Degree from an accredited college or university with major course work in physical education, recreation or a related field required. Minimum of five years increasingly responsible experience in aquatics.

Licenses and Certificates: Requires a valid California Driver's License, valid First Aid and CPR Certificates, and valid USA Swimming Coach's Certification.

Working Conditions: When working outdoors during District-related aquatics activities and events, may be exposed to extreme weather temperatures and conditions.