



Position Title: Aquatic and Fitness Center Manager
Reports To: Dean of Administration
Department: Aquatic and Fitness Center
Prepared By/Date: Cristina Mateo/6-17-2010
Approved By/Date: Dr. Eduardo Padrón/7-6-2010
Revised: Jennifer C. Brito/7-9-2010

Job Code: 0145
Job Group: PEC
Salary Grade: 15
FLSA Status: Exempt

Summary:

The Manager of the Aquatic and Fitness Center is primarily responsible for the overall operation and management of the Center.

Essential Duties and Responsibilities:

- Acts as the budget manager and is responsible for the financial stability of the Center
- Coordinates scheduling for Homeland Security Training, Underwater Rescue Training, Fire Rescue Training, as well as recreational & wellness facilities
- Maintains a safe and secure environment at all times
- Establishes classes and special programs
- Recruit, interview, and hiring of new personnel
- Assigns schedule and duties for staff
- Prepares schedules for the Aquatic and Fitness Center
- Plans, assigns, and supervises the work of subordinates including lifeguards safeguarding students and other persons using the swimming pools or facilities
- Develops and implements new procedures for the Center
- Trains and evaluates staff
- Supervises the enforcement of rules and regulations relating to pool and diving well activities; resolves situations that arise between the staff and the student/patrons.
- Promotes programs and develops marketing approaches to support the Center
- Make daily inspections of the pool and its equipment and instructs subordinate lifeguards on work problems.
- Presents exercise orientations, fitness assessments and exercise introduction/prescriptions
- Administers performance tests to prospective lifeguards to determine fitness for the work
- Prepares reports on activities and emergencies
- Handles all matters including paper work pertaining to preventive maintenance (PM) through Pro fitness
- Oversees the completion of regular maintenance tasks as scheduled-do a walk thru once per day
- Substitutes when wellness professor is not available
- Ensures staff keep their certifications current
- Presents orientation to wellness students as needed by professors
- Creates signage as needed for wellness center, wellness classes, and CPR classes
- Maintains time report on subordinate employees
- Maintains daily log on water conditions
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of CPR, First Aid, and water rescue methods
- Knowledge of health science
- Knowledge of budgets
- Knowledge of operating systems, word-processing and computer software including Excel, Microsoft Word, and Windows.

- Perform fitness assessments and have knowledge on disease prevention
- Good written and communication skills
- Skill in budget preparation and fiscal management.
- Excellent organizational and interpersonal skills.
- Strong skills in swimming and life saving procedures
- Excellent public speaking skills
- Ability to communicate orally and in writing.
- Ability to supervise and train employees including organizing, prioritizing, and scheduling work assignments.
- Ability to foster a cooperative work environment.
- Ability to deal with problems and provide solutions.
- Ability to plan, supervise and direct the work of subordinates in a manner conducive to full performance and high morale.
- Ability to conduct lifeguard training programs.
- Ability to work with a diverse population.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty, and staff.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually moderate.

The employee frequently works in outside weather conditions and is frequently exposed to wet and/or humid conditions. The employee is also exposed to pool chemicals and the backroom operation of the pool. The employee is occasionally exposed to extreme cold and extreme heat

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and reach with hands and arms; use hands to finger, handle, or feel objects, tools, or controls; talk or hear; and stand, swim, exercise, and walk.

While performing the duties of this job, the employee must have the physical strength and agility and competent authority may establish freedom from disabling defects and the ability to meet such specific physical requirements.

The employee is occasionally required to sit; swim, climb or balance; and stoop; kneel, crouch, or crawl.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Bachelor's Degree from a regionally accredited institution and six (6) years of related

- management experience.
- Must possess a valid American Red Cross or YMCA Water Safety instruction.

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name