



JOB DESCRIPTION

TITLE: Aquatics Program Manager

EFFECTIVE DATE:

Department: Recreation

FLSA Status: Non-Exempt

Reports To: Recreation Division Director

Subordinates: Lifeguards; Specialists

Our mission is to partner with those who have the greatest needs in our community, empowering them to enhance their well-being through education, health and recreation.

I. Job Summary:

Under the supervision of the Recreation Director, the Aquatics Program Manager oversees the daily operations of the Aquatics Program ensuring the safety and well-being of its participants. The Aquatics Manager is involved in scheduling, planning and coordination of ventures; relationship building and networking with the community, parents and guardians; recruiting participants; attending community outreach events; mentoring; volunteer recruitment/training & supervising lifeguards; planning of outings and excursions; fundraising; and producing innovative activities towards aquatics fitness, swim and safety education. The Aquatics Program Manager is a member of the Palama Settlement recreation division; and represents the agency to the community we serve in a manner that represents its values and mission.

II. Essential Duties:

A. Leadership

- Plan, coordinate and provide age-appropriate programs for children, youth and adults.
- Recruit participants, conduct community outreach, instruct, and develop instruction curriculum, formulate goals, procedures and expectations.
- Address community program requests and ensure that Palama is meeting community needs.
- Collaborate with other athletic programs to educate the Palama team of procedures and protocol, coordination in the cross-training of program participants, and promoting health and wellness.
- Address grievance and resolve conflicts that may arise between the Aquatics Program staff, volunteers, parents, and/or participants.
- Train, mentor, supervise lifeguards and staff. Schedule work assignments.
- Ensure that the certifications of aquatic team members are current.
- Coordinate with the Communications Department for the appropriate announcement of program schedule via the website, social media, or brochures.

B. Pool Maintenance

- Maintain the function and operation of the pool to include, but not limited to, water temperature and clarity, chemical balance, water pumps, and chemical inventory.
- Ensure the accurate maintenance of the pool log by all pool staff.
- Assist in keeping the pool and surrounding areas clean and safe, to include pool deck, office, locker rooms, and shower rooms.
- Regularly evaluate safety conditions in and around pool and report any concerns to the Recreation Director.

C. Athletic/Sports Development and Coordination

- Engage community members to use the pool facilities.
- Recruit and mentor peer, adult and senior citizen volunteers for roles such as coaches, team aides, program assistants, and other needed support.
- Oversee the organization/coordination of aquatics teams for participation in various meets/events when available.
- Establish and conduct team practice sessions on a regular, prescheduled basis.
- Oversee and participate in the coordination of team-related activities during, and at the end of each season.
- Provide consistent monitoring of athlete and coaches/parents appropriate behaviors and interactions.
- Encourage and arrange for youth participation in community service projects in the surrounding areas as part of the youth swim programs.

D. Lifeguard Duties

- Perform lifeguard duties during regular, scheduled pool hours.
- Maintain current a nationally recognized CPR/First Aid, Lifeguard certifications

E. Management/Administrative/Office Duties

- Collect data and maintain participants records following privacy and confidentiality guidelines.
- Attend the recreation staff meetings and the agency-wide staff meetings.
- Assist with the completion of incident reports and submit to the Executive Director for review and action (as needed).
- Submit monthly reports to the Recreation Director following established guidelines. The monthly report should reflect participation rates, activities undertaken by the program, including fundraising efforts, parent/coach meetings, challenges and successes, incident reports and overall progress of the program.

F. Mandated Reporter

- The law mandates that professionals and personnel of any public or private agency or institution, or other individuals providing social services and financial assistance are **required** to report suspected child and/or vulnerable adult abuse or neglect. As a Palama Settlement employee, you must report any suspected cases of abuse or neglect to your supervisor.

G. Other Duties

- Assist the Agency with developing and distributing promotional materials.
- Refer program participants to relevant Palama programs and services.

III. Working Conditions:

A. Work Environment:

- Mostly outdoors, with some indoor administrative work; frequent work in recreational facilities such as pool and surrounding areas.

B. Work Hours

- Flexible, may include evenings and weekends.

C. Equipment Use:

- Frequent use of aquatic and recreational equipment.
- General knowledge of setup, repair, and maintenance of various aquatic/recreational equipment.

D. Mental and Physical Demands:

- Ability to lift/pull 25-50 pounds
- Able to set up/break down aquatic and recreational equipment
- Ability to demonstrate mature judgment to execute sound decisions
- Able to de-escalate emergency situations

E. Communication Demands:

- Ability to communicate fluently in writing and orally in the English language
- Courteous and respectful telephone etiquette
- Knowledge of electronic communication methods such as e-mail.
- Social media acumen, preferred

IV. Minimum Qualification Requirements:

A. Skills/Knowledge:

- Computer literate, proficient in Word, Excel programs required.
- Data entry
- Customer service oriented
- Cultural competence – ability to work in diverse socio-economic settings.

B. Education:

Degree from 4-year accredited college or university, with a major in recreation, physical education, or related field. Or equivalent experience.

C. Experience:

- Minimum of one year experience in aquatic programs and services
- Experience in community outreach and public speaking.
- Supervisory or management experience desired

V. Additional Requirements: (certifications, driver's license, etc. – if applicable)

- A. Valid Hawaii's Driver's License
- B. Current CPR/First Aid certification
- C. Current pool lifeguard certification
- D. Current Water Safety Instructor certification
- E. Certification in Pool Operation is a plus
- F. Auto insurance
- G. Access to a car
- H. Copy of driving abstract
- I. Criminal background clearance
 - Hawaii Criminal Justice Data Center
 - National Sex Offender Public Registry
 - National Criminal History Database