

Job title	<i>Baker Recreation Center Manager</i>
Reports to	<i>Baker Schools Superintendent</i>

Position Summary

This position includes supervision of the indoor pool, and Recreation Center. Performs a variety of administrative and supervisory work in planning, organizing, coordinating, implementing and evaluating activities at the Baker Recreation Center. Supervises staff responsible for recreational activities, budget, equipment and maintenance of the facility. Exercises considerable initiative and judgment under the general supervision of the Baker Schools Superintendent

Duties and responsibilities

The following duties are normal for this position. The omission of specific statements of the duties does not exclude them from the duties and responsibilities if the work is similar, related, or a logical assignment for this position.

- Directs, assigns, supervises, trains, evaluates, and disciplines staff. Assists in identifying staffing needs and in the recruiting qualified personnel. Prioritizing daily work assignments, and performing daily duties in the most efficient manner.
- Oversees training and certification of all staff in lifeguarding, CPR, first Aid, AED, and Aquatic Management. Inspects equipment such as resuscitator(s), first aid kit(s), and other safety equipment to ensure proper working order.
- Performs and documents regular safety inspections on exercise equipment, pool, pumps, and circulation systems, chlorination systems to reduce hazards and to provide maximum safety to the patrons. Make recommendations for repairs and capital improvement expenditures, and communicating with the Superintendent and School Board regarding issues and concerns, as well as progress and completion of improvements.
- Performs administrative duties to include monitoring the Recreation Centers annual budget, tracks expenses and revenues generated by the facility, tracks daily, weekly, monthly, and yearly attendance figures, prepare reports, maintaining employee training records, answering phones, responding to employee concerns, and oversee employee timesheets.
- Survey patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receive patron complaints and suggestions and respond appropriately.
- Provide administrative support by answering questions, maintaining correspondence with community groups, and actively promotes the facility throughout the community.
- Greet customers and employees in a professional and friendly manner.
- Perform all other related duties as directed by the Superintendent, and or School Board.

Qualifications

Qualifications include:

- Certification in first aid, CPR for the professional Rescuer and WSI lifeguard training or equivalent.
- Certified as an Aquatic Facility Operator (AFO) and Certified Pool Operation (CPO).
- Considerable knowledge in planning, organizing, and implementing aquatics programs.
- Working knowledge of swimming pool filters, mechanical systems and the use of chemicals for swimming pool and water chemistry.
- Ability to work with the public and possess excellent public relation skills.

- Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and public.

Working conditions

The work environment characteristics described here are representative of those an employee encounters while performing 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 occasionally works near moving mechanical parts, and pool mechanical systems. The employee may be occasionally exposed to wet and dry conditions, fumes, and toxic or caustic chemicals.

The noise level in the work environment is usually quiet while in the office, or moderate to loud when in the facility

Physical requirements

Manual labor is required. The employee must occasionally lift and/or move up to 50 pounds. Physical exertions to manually move, lift, carry, or push heavy objects. Climbing in and out of the swimming pool, up and down ladders. The employee is frequently required to walk, stand, and sit. The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl.

Direct reports

Superintendent of School

Approved by:	
Date approved:	
Reviewed:	