

Lindon City
100 N State Street
Lindon, Utah 84042



TEL 801-785-5043
FAX 801-785-4510
www.lindoncity.org

LINDON CITY JOB OPENING

**Aquatics Manager / Recreation
Coordinator**

Full-Time - Open Until Filled

APPLICATION REQUIREMENTS

Applicants must submit resume and completed Lindon City Employment Application (available on-line at <https://lindoncity.applicantpro.com/jobs/> or at City offices located at 100 North State Street, Lindon, Ut 84042

JOB DESCRIPTION

TITLE: Aquatics Manager / Recreation Coordinator

PAY RANGE: Range 16 (\$23.37/hr to \$35.04/hr) + Full Time Benefits (medical, dental, 401 k, retirement pension, vacation, sick leave, etc.). *Starting pay typically begins at Step 1, but may be negotiable depending on qualifications, certifications, and experience.*

DEPARTMENT: Parks and Recreation

SCHEDULE: Work schedule is typically 40 hours per week, but may work more than 40 hours per week during pool season times. A flexible schedule that will include some evenings, weekends and holidays will be required.

STATUS: Regular Full-Time

FLSA CODE: Exempt; At-will

GENERAL PURPOSE

Performs a variety of general management, administrative and first-line supervisory duties as needed to organize and coordinate the day-to-day maintenance, operations and services of the City's seasonal municipal swimming pool facility. Works with other department members in special events and programs as assigned.

SUPERVISION RECEIVED

Works under the direct supervision of the Recreation Superintendent.

SUPERVISION EXERCISED

Hires, supervises, schedules, trains, and evaluates Assistant Pool Managers, Water Safety Instructors, Lifeguards, and other part-time seasonal staff members and youth and adult volunteers.

ESSENTIAL FUNCTIONS

Plans, develops and implements recreation programs and services and swimming facility programs; creates schedules for recreation programs and for swimming instruction for all age groups; develops services and programs to assist community groups, schools, youth programs, etc.

Manages swimming pool facility operations to assure compliance with state and federal operations and safety guidelines; assures proper training of personnel for pool operations; monitors pool facility safety practices; monitors pool water quality and chemical balances through sampling and testing; assures overall quality of pool maintenance. Leads out in yearly opening and closing maintenance for all of pool facilities. Routinely backwashes, repairs and maintains all pump room, pool and feature amenities including pumps, motors, pipes and chemical lines.

Recommends and implements pool facility policies and procedures related to patron use, fees, safety, etc.; implements pool management control plans as needed to minimize risk and liability; monitors compliance.

Responsible for the hiring of pool staff; monitors and evaluates employee performance for (seasonal) staff and other Recreation seasonal employees as assigned; prepares work schedules; assists in the development of worker skills by performing on-the-job training; conducts regular meetings; coordinates participation in on-site training for pool staff and for other staff as needed to assure technical competency of instructors; makes decisions affecting job retention, advancement and discipline.

Assists in the preparation of annual budget recommendations related to general pool facility maintenance and personnel needs; as well as for other recreational programs; monitors pool and recreation expenditures to assure conformance to established fiscal program.

Maintains proper inventory of pool office and operation supplies (i.e. first aid, water quality control, custodial equipment, etc.) as well as for other recreational programs and facilities.

Maintains record of all income and expenditures; monitors proper handling of cash receipts; records work hours, submits time sheets; develops and prepares reports as needed to apprise city management of facility status and accomplishments; manages daily revenues and prepares deposits for swimming pool operations as well as other recreation facilities.

Prepares and presents written and oral information to supervisors/managers, program participants, school officials and community groups regarding pool services and events. Schedules leagues, programs and events, manages the annual and seasonal calendar to assure time lines of program starting dates and conclusions; assures timely delivery of public notices and announcements as needed to afford target populations opportunity for participation.

Supports and helps organize other recreation programs and city events as needed, including Lindon Days and special events.

Provides effective customer service in a courteous and helpful manner. Handles complaints from coaches, participants, organizations, negotiates to achieve solutions which better the department.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Education and Experience

- A. Graduation from college with a bachelor's degree in recreation management (preferably from a NRPA accredited program), youth recreation leadership, physical education or some other related field;

OR

- B. Four (4) years of recreation programming, physical education teaching, certified swimming instruction, or related experience. Previous management of an aquatic's facility is preferred.

OR

- C. An equivalent combination of education or experience

2. Knowledge, Skills, and Abilities

Working knowledge of the rules and regulations of a variety of aquatics and recreational activities; Knowledge of the basic principles and practices of recreation and aquatics administration. Strong organizational skills and attention to detail. Computer skills and knowledge of Microsoft Office.

Ability to communicate effectively both verbally and in writing; to respond to inquiries in a timely manner; to handle multiple priorities and demands for programs and facilities; respond in a courteous and professional manner with both internal and external customers; plan, develop, implement, prepare, and effectively present information; work independently and prioritize work assignments; strong organizational, supervisory, planning, programming and technology skills.

3. Special Qualifications (required upon hiring or able to obtain within 12-months of being hired):

American Red Cross (ARC) Lifeguard certification (or equivalent)

American Red Cross Lifeguard Instructor (LGI)

Certification as a Leisure Professional (optional)

Certified Pool Operator (CPO) or Aquatics Facility Operator (AFO)

Certified in first-aid and CPR

Food Handlers Permit

Valid Utah Driver's License

4. Work Environment

Inumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require variety of physical activities, not generally involving muscular strain, such as walking, standing, stooping, sitting, reaching, and lifting. Talking, hearing, and seeing essential to effective performance of essential functions. Common eye, hand, finger dexterity exists. Mental application utilizes memory for details, verbal instructions, emotional stability, and creative problem solving. Frequent local travel required in normal course of job performance.

Applicants must apply online to be considered. Fill out the application and upload your resume Job applications can be found at <https://lindoncity.applicantpro.com/jobs/> Position open until filled.

HIRING POLICIES

Lindon City Corporation is an Equal Opportunity Employer.

Hiring is conditioned upon submission to and successfully passing a drug screening and background check.