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<b>Position:</b>	<b>Manager of Recreational Programs, Aquatics</b>	<b>FLSA:</b>	Exempt
<b>Department/Site:</b>	Educational Services Area	<b>Salary Grade:</b>	125
<b>Reports to/Evaluated by:</b>	Assistant Superintendent, Educational Services	<b>Salary Schedule:</b>	Classified Management

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**SUMMARY**

Supervises, assigns, reviews and participates in the work of staff responsible for providing community aquatics programs through the Sports and Recreation Department. 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 in the Sports and Recreation 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. Open lines of communication and support of the school aquatic programs is essential. The club program works hand in hand with the school programs to ensure that decisions are based on what is best for kids.

**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 under the Sports and Recreation program. 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. Is accountable for all budgets and is fiscally responsible when it comes to travel, compensation and hiring.
- Supports scheduling and staffing all of the District swim facilities with the school sites and District Facilities Department. Responsibilities will be assigned by the Assistant Superintendent, Educational Services. Will maintain a master schedule of all activities and use of aquatic facilities across the district.
- Responsible for billing and accounts receivable for all District aquatics programs as assigned by the Facilities Department.

- 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.
- Serves as the district liaison with the Clovis Swim Club.
- Attend and be an active participant in the Clovis Swim Club activities and meetings.
- Communicate effectively with the Clovis Swim Club and coordinate their needs with the district needs.
- Evaluates and observes all employees employed by the Sports and Recreation Aquatics program.
- Models, mentors and encourages positive relations with employees, staff and athletes at all times.
- Is supportive to building the school aquatic programs and a partner with the AD's at each site.
- Maintain office hours as assigned by the Assistant Superintendent, Educational Services.
- Is involved with large district events such as the CIF State Championships and CIF Section Championships as needed.
- Adheres to all District policies for staff and athletes for Code of Ethics.
- Provide training for PE and aquatic coaches in the area of water certification.
- Provide training for all staff in the areas of coaching and supervision as needed.
- May manage and coach the Clovis Swim Club; coordinates District involvement in USA Senior and age group competitive aquatics program; coordinates all club meets, coordinates all programs offered in the Aquatics program, works with District and CIF to advance the competitive aquatics programs in the District.
- Performs other 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.