

**VILLAGE OF PLEASANT PRAIRIE**  
**Aquatics and Competitive Swim Director**  
**\$46,948 - \$58,685**

**POSITION OVERVIEW**

This position is a professional managerial position under the direct supervision of the Programs Director and indirect supervision of the Director of Recreation. The primary responsibilities are to manage and supervise all employees and operations of the Aquatics Division including both the leisure pool and competition pool in a professional manner. Responsibilities include program planning and administration, personnel and budget management, aquatic facility and equipment management. Employees in this classification must represent the RecPlex in a professional manner, while instructing and monitoring personnel, members, guests, and program participants.

**GENERAL DUTIES AND RESPONSIBILITIES**

- Scheduling, training, supervising and evaluating a large number of part-time employees that include swim coaches, lifeguards, and swim instructors of varying ages and emotional maturity.
- Develop and maintain a pre-competitive, competitive swim team, and masters program comprising various components.
- Must manage the day-to-day operations of aquatic division.
- Responsible for planning the generation of revenue and net profit.
- Meet or exceed budget targets for revenues, and budget limits for labor costs and direct costs.
- Facilitate staff meetings with aquatic and coaching staff.
- Maintenance of administrative records and reports including swim team reports, attendance reports, program reports, payroll documentation including approval of employee time sheets, accident reports and personnel evaluations.
- Coordinate with other recreation staff coordinators, facility supervisors and school administrators for scheduling and reservations of program facilities.
- Ensure safety of patrons and be able to completely resolve emergency situations.
- Create positive hospitality and be accessible and visible.
- Develop and enforce personnel standards, guidelines and qualifications to ensure quality.
- Establish and maintain a set work schedule; ensure adequate coverage during all hours of operation.
- Must be energetic, enthusiastic and motivational.
- Exhibit a teamwork attitude and self-motivation, takes the initiative to solve problems and innovate.
- Perform other duties and special assignments as directed by the Director of Recreation including assignments that may be outside the primary area of employment.
- Understand and enforce all RecPlex, Village and department rules, regulations, policies, standard operating procedures and guidelines.
- Able to work shifts as Manager on Duty including opening/closing of the facility.

**NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

- Extensive knowledge of competitive swimming, physics of swimming and stroke mechanics and NCAA and USA swimming rules.
- Must be able to develop team practice schedules, competitive schedule, completing entry forms, and all paperwork for USA swimming and state LSC.
- Must work with the WI & IL LSC to develop a competitive swim component.
- Work with area Swim Teams to schedule meets in the competitive pool.

- Must have meet management knowledge, to include the operation of competitive meet, Colorado timing system, and competitive software program.
- Oversee a parent advisory board and volunteer program for competitive program.
- Extensive customer service and public relation skills required.
- Must have knowledge of lifeguard skills & basic first-aid skills
- Requires the ability to perform highly skilled coordinated movements.
- Must have the ability to communicate effectively both orally and in writing.
- Ability to visually monitor pool and beach areas and respond quickly to emergency situations.
- Ability to obtain and maintain preferred certifications.
- Must have knowledge of aquatic programming including competitive swim team.
- Must have knowledge of life saving procedures, water safety, instruction and aquatic safety programs.
- Must have skill in instructing others in life saving procedures, water safety and swimming.
- Requires the ability to perform highly skilled coordinated movements, such as utilizing a rescue tube, spinal board, and other safety and first aid procedures.
- Must have knowledge of life guarding techniques; Jeff Ellis & Associates swimming programs; pool safety; water chemistry.

#### WORKING ENVIRONMENT/PHYSICAL ACTIVITIES

Requires high degree of interaction and communication with staff and public. Works closely with Programs Director and Director of Recreation. Work subject to varying shifts. Majority of work performed is indoors in an aquatic atmosphere. The work requires long periods of attentiveness, standing, sitting, pulling, pushing, reaching, carrying, cleaning, visual monitoring, verbal and written communication, hearing, moderate lifting 15-50 pounds, periods of extensive public contact and exposure to stressful and emergency situations.

#### EDUCATION, EXPERIENCE AND FORMAL TRAINING

Bachelor's degree in recreation, business or related field is preferred. Qualified candidates will possess a minimum of 5 - 10 years of aquatics experience with significant experience coaching and managing a competitive swim team. Candidates shall have current USA Swimming coaching and safety certification. Strong verbal and written skills are mandatory as well as high proficiency with Microsoft Office applications. Extensive customer service and public relations are required.

#### LOCATION AND TIME REQUIREMENTS OF THE JOB

RecPlex is located in Prairie Springs Park at 9900 Terwall Terrace, Pleasant Prairie. Hours will vary with evening, weekend, and holiday work required. Work is usually performed during typical daytime and early evening hours, but diversity of special events and workload, as well as available staffing and budget, requires weekend and evening hours.

The Village of Pleasant Prairie is an Equal Opportunity Employer