

Job Title: Aquatics Manager
Classification: Non-represented
Reports To: Aquatic Center Supervisor

General Description: Under the supervision of the Aquatic Center Supervisor, is responsible for the day-to-day management and operation of aquatics programs and services and the supervision of aquatics center lifeguards and swim instructors. Responsibilities include daily pool operations, swim lessons, staffing, competitive event scheduling and coordination, facility use, customer service, safety, and budget monitoring and performance. This position may include, but is not limited to, the following performance responsibilities, qualifications, knowledge, skills, and abilities.

Performance Responsibilities/Essential Functions:

1. Coordinate and supervise assigned aquatic programs and activities in accordance with established department and facility goals, policies, and procedures.
2. Coordinate competitive swim meets and special aquatic events, including scheduling, staffing, equipment, and facility preparation.
3. Assist with the recruitment, hiring, training, scheduling, supervision, and evaluation of aquatic and competitive events staff.
4. Develops program schedules, pricing, and program offerings in coordination with the Aquatics Center Supervisor.
5. Maintain and administer backend POS database programming for admissions, memberships, and program registration.
6. Coordinate and maintain the master pool schedule to optimize facility use and minimize scheduling conflicts among internal and external user groups.
7. Monitor facility use and assist in maximizing pool availability and operational efficiency.
8. Maintain and coordinate the use of event equipment, timing systems, and related software.
9. Assist with budget development and monitoring, attendance tracking, and financial performance reviews.
10. Monitor compliance with established aquatic safety procedures, emergency protocols, and applicable regulations, and promptly address or report concerns as appropriate.
11. Assist with developing and implementing procedures, training materials, and operational standards.
12. Foster positive and professional relationships with user groups, teams, staff, and community members.
13. Performs other duties as assigned.

Qualifications:

1. Bachelor's degree in Recreation, Education, Business, or a related field preferred.
2. Three (3) or more years of progressively responsible experience in aquatics, recreation, or a related field, including experience coordinating or supervising aquatics programs and staff.
3. Three (3) or more years of supervisory experience preferred.

4. Working knowledge of Colorado Timing Systems, Hy-Tek, and recreation management software; experience with DASH point-of-sale and registration systems preferred.
5. Demonstrated leadership, communication, organizational, problem-solving, and customer service skills.
6. Current American Red Cross Lifeguarding, First Aid, and CPR/AED certifications required. Lifeguard Instructor (LGI) certification preferred.

Knowledge, Skills, and Abilities:

1. Knowledge of aquatic safety practices, procedures, and industry best practices.
2. Knowledge of aquatics operations, programming, facility use, and event coordination.
3. Knowledge of and proficiency with Microsoft Word, Excel, Outlook, and the ability to learn and effectively use software and systems utilized by the Aquatics Center.
4. Strong verbal, written, and interpersonal communication skills, including the ability to listen effectively and communicate clearly with diverse audiences.
5. Ability to provide effective day-to-day leadership, guidance, and support to assigned staff.
6. Ability to demonstrate positive leadership through professional example, instruction, coaching, and support.
7. Ability to promote and model District and Aquatics Center operational values, policies, and service standards.
8. Ability to establish and maintain positive, professional working relationships with staff, District personnel, user groups, and community members.
9. Ability to provide and model welcoming, responsive, and professional customer service.
10. Ability to organize and prioritize work, manage time effectively, adapt to changing circumstances and schedules, solve problems, and exercise sound judgment.
11. Ability to maintain confidentiality and appropriately safeguard sensitive employee, financial, operational, and other confidential information.
12. Ability to maintain a consistent and reliable presence at work and fulfill assigned work schedules and responsibilities.
13. Ability to understand, follow, and consistently implement Aquatics Center and District policies, procedures, and protocols.

Working Conditions & Physical Requirements:

- Ability to stand and/or walk for extended periods.
- Ability to lift, carry, and move equipment and materials weighing up to 50 pounds.
- Ability to work in a warm, humid, wet environment with exposure to pool water, noise, and pool chemicals.
- Ability to work evenings, weekends, holidays, and special events as needed.

This job description outlines the general nature and level of work performed by employees in this role. It is not intended to describe all duties, responsibilities, or qualifications. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the job.

Revised: 10/2026