

## Evans Plunge Wellness/Aquatics Manager

**POSITION TITLE:** Wellness/Aquatics Manager

**EMPLOYER:** City of Hot Springs, 303 N. River Street Hot Springs, SD 57747 605-745-3135

**AREA OF EMPLOYMENT:** 1145 North River Street, Hot Springs, SD 57747

**WORK HOURS/DAYS:** Sunday – Saturday, Shifts vary but a standard schedule will be developed and tried to be adhered to

**CLASSIFICATION:** Permanent, Full-Time with Benefits

**WAGE:** \$14.28-17.85

**IMMEDIATE SUPERVISOR:** Evans Plunge Facility Director

**POSITIONS SUPERVISED:** Lifeguards and Slide Dispatchers

### SUMMARY DESCRIPTION

This position is a leadership role within the organizational structure of Evans Plunge. Work is performed under the supervision of the Facility Director. Responsible for technical and administrative work that involves assisting the Building & Grounds Director in the safe and effective operation of equipment, swimming pools, hot tubs, and health club amenities at Evans Plunge. Work will regularly involve management of the lifeguards and ensuring the safe use of the pool facilities. Responsible for developing staff skills and creating an environment of health and wellness in a natural mineral springs setting. Will utilize the stories about Evans Plunge and its 'healing waters' to engage and attract regular patrons and repeat guests. Work will also include responsibilities for maintaining records, assisting in facility maintenance, equipment inspection and maintenance, and enforcing established policies and procedures. Work in a collaborative setting with the Facility Director and the Building & Grounds Director to create a world-class mineral spring experience.

### ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Coordinate with the Facility Director, schedules all pool activities, classes and private rentals to ensure optimum spring usage; develops new programming in keeping with Evans Plunge needs.
2. Assists in hiring, training and scheduling qualified lifeguards, instructors and all other pool/wellness staff; directly supervises lifeguards, instructors, and other aquatic staff
3. Conducts training of staff in water safety, first aid, and CPR; ensures that all certifications of staff is maintained. Ensures high program standards are followed; provides regular in-service training to staff as needed or required
4. Assists in development of lifeguard deck rotational system for monitoring the pools and all other pool deck operations
5. Assists the Director of Building and Grounds with maintenance of the filtration system, testing of the mineral water and other aquatic operating systems.
6. Performs regular safety inspections of pools and equipment to reduce hazards and to provide maximum safety to the patrons

7. Surveys patrons and evaluates programs to determine public needs and how to increase program efficiency and effectiveness; receives patron complaints and suggestions and responds appropriately
8. Be of sound health and mind to perform the duties of a lifeguard while maintaining a full understanding of all Evans Plunge recreation opportunities. Perform the duties described under the Lifeguard job descriptions
9. Ensure customer service standards for all staff under supervision
10. Assist Facility Director in the operations and enforcing personnel policies and safety manual policies
11. Notify Supervisor regarding guest or member feedback regarding facility or staff
12. Performs related duties as required

### **PERIPHERAL DUTIES**

1. Responsible for maintaining a strong work ethic and positive work atmosphere poolside
2. Responsible for promoting recreation opportunities and communicating to the public the history and significance of Evans Plunge
3. Maintain an understanding of the facilities history and be able to provide interpretative services to facility guests
4. Know, practice, and enforce safe work habits
5. Must maintain a certain level of "waterman ship." Must keep swimming abilities at Test Ready levels at all times
6. Attend various meetings, trainings and participate in boards as assigned

### **WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS**

The physical demands described here are representative of those that must be met by an employee to successfully perform 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 is frequently required to walk, stand, sit, and talk or hear. The employee is occasionally required to use hands to finger, handle, feel or operate objects, tools, or controls; and reach with hands and arms.

The employee is occasionally required to climb or balance; stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus.

While performing the duties of this job, the employee occasionally works near moving mechanical parts, pool mechanical systems. The employee constantly is exposed to wet and dry conditions, fumes, toxic or caustic chemicals. The noise level in the work environment is usually loud when in the facility.

## **DESIRED MINIMUM QUALIFICATIONS**

1. Considerable knowledge in planning, organizing, and implementing wellness/aquatics programs
2. Ability to work with the public and possess excellent public relation skills
3. Ability to communicate both verbally and in writing; ability to create effective working relationships with employees and the public.
4. Certification in first aid, CPR; additional lifeguard training or certification is preferred
5. Some college or university experience is preferred

## **NECESSARY KNOWLEDGE, SKILLS AND ABILITIES**

1. High school diploma or equivalent
2. Must possess a valid driver's license
3. At least one year as Head Lifeguard *preferred*
4. Must possess a Red Cross Lifeguard Training License or possess ability to obtain a license within 6 months of hire

## **APPLICATION INFORMATION**

Formal application required, resume with experience, education, qualifications recommended; mandatory interview and reference check; job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.