



**JOB DESCRIPTION**

**BAND    GRADE    SUBGRADE    WORKING CONDITIONS**

<b>JOB TITLE</b>	<b>CONTRACT REFERENCE</b>
Aquatics and Youth Enrichment Program Manager	Individual Contract

<b>TITLE OF IMMEDIATE SUPERVISOR</b>	<b>VERSION DATE</b>
Facilities, Adult Enrichment, Senior Programs and Budget Coordinator	February 2018

**JOB SUMMARY**

Plan and deliver a balanced aquatics and youth enrichment programs for all ages including instructional and recreational activities.

<b>TASK NO.</b>	<b>FRE- QUENCY</b>	<b>BAND/ GRADE</b>
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The essential functions of this job include, but are not limited to, the following fundamental job duties:			
1.	Plan, implement and evaluate a balanced, self-supporting instructional and recreational aquatics program. Responsibilities include: <ul style="list-style-type: none"> <li>• Recruiting, hiring, training and evaluating part-time and seasonal employees;</li> <li>• Lesson scheduling, lifeguard scheduling;</li> <li>• Marketing preparation;</li> <li>• Supervising programs to ensure compliance with all health and safety procedures and statutes; and</li> <li>• Assist in scheduling and assigning staff for pool rental and special events</li> </ul>	35%	
2.	Design, implement and evaluate balanced, self-supporting youth enrichment learning program. Responsibilities include: <ul style="list-style-type: none"> <li>• Recruiting, hiring and supervising instructors;</li> <li>• Site arrangements;</li> <li>• Marketing preparation;</li> <li>• Program support, evaluation, and reporting; and</li> <li>• Create and maintain a Youth Development Plan in accordance with Minn. Stat. § 124D.20.</li> </ul>	35%	

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3.	Registration and General Community Education Program Support: <ul style="list-style-type: none"> <li>• Provide customer service to community members who call or ask about community education programs;</li> <li>• Provide information regarding Community Education classes, register students for classes, and apply payments; and</li> <li>• Allocate assistance for fees per district procedure.</li> </ul>	3%	
4.	Responsible for developing the Aquatics and Youth Enrichment section of the Fridley Community Education Catalog.	5%	
5.	Conduct assessments and evaluations of community needs regarding aquatics programs based on input from participants and Community Education Advisory Council.	2%	
6.	Maintain positive and open communications with parents, Facilities, Adult Enrichment, Senior Programs and Budget Coordinator, Director of Community Education, other staff, and manage relations with other agencies related to the programs. Seek out and assess partnerships with other related agencies and organizations.	5%	
7.	Manage training and orientation of staff members. Stay current on issues within the field and apply that knowledge to the programs.	7.5%	
8.	Lead and Participate in team meetings and staff development activities.	7.5%	
9.	Assume other responsibilities as requested by the Director of Community Education.		

**QUALIFICATIONS** (Specific training or job experience required before appointment)

- Bachelor’s Degree in Education, Community Education, Human Services or related fields preferred
- Water Safety Instructor Certificate
- Red Cross Lifeguard Certificate
- Lifeguard Instructor Certificate preferred
- CPR Certificate
- Experience with hiring and supervising staff
- Experience in working with budgets preferred
- 2 years of experience in the field of Community Education or related fields
- Flexibility and availability to work a varied schedule as necessary to be present at all aquatics programs and activities and to participate in youth activities, meetings and events
- Ability to collaborate, coordinate, and work with diverse groups of individuals
- Excellent written and oral communication skills
- Energetic, positive and innovative personal style
- Ability to grasp the big picture and also attend to details
- Technical competency in word processing, spreadsheets, social media and other applications

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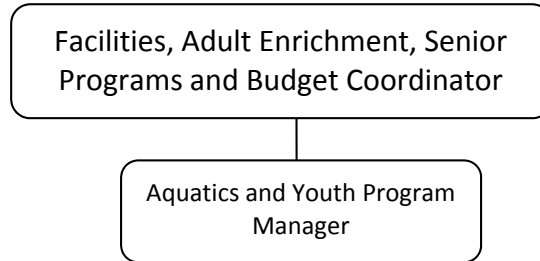
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**ORGANIZATIONAL RELATIONSHIPS****SYMBOLS**

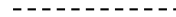
DIRECT SUPERVISION



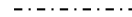
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WORK DIRECTION



ADVISE/INFORM



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**PHYSICAL FACTORS**

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 employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 10 pounds, occasionally being required to lift and/or move up to 25 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.