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SPHM Water Park  
Seasonal Manager  
Position Description

**JOB TITLE:** Seasonal Manager; seasonal employee working under the direct supervision of the Water Park Director.

**QUALIFICATIONS:**

Education – College degree preferred in related field with experience in leisure services programming and facility management. High School graduate required. Must be at least 25 years old or 21 with a College Degree/ Graduate Student in the field of Parks & Recreation.

Certified Pool or Aquatic Facility Operator preferred.

Must have a current American Red Cross First Aid and CPR Professional Rescuer Certificate

American Red Cross Lifeguard Training certificate and Water Safety Instructor certificated preferred.

High moral character and mature judgment

Desire to work within a team concept, giving and receiving input from both lower level and upper level staff

**EXPERIENCE:**

At least three (3) years' experience in operation and management of a family aquatic center, pool complex, water park or related recreation facility

**KNOWLEDGE:**

Considerable knowledge of the operation of a swimming pool including sanitation, maintenance, and safety. Knowledge of swimming pool financial operations and record keeping of recreational facilities. Thorough knowledge of emergency services and auxiliary services available in the community in the event of an accident. Ability to instruct, assign, supervise and evaluate personnel in the performance of their duties. Ability to work harmoniously with pool staff, patrons, and the public while firmly enforcing facility regulations. Ability to work with budgets and to learn procedures necessary to undertake and implement appropriate financial procedures. Ability to work



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with the public, making presentations and assisting in marketing. Knowledge of concessions operation and management.

**PRIMARY DUTIES:**

Work with general Parks and Recreation staff and Water Park Director to develop, promote and supervise a diverse aquatic program for all ages in accordance with community need. Plans, directs and supervises staff and volunteers in conduct of instructional swimming programs and special events.

Will Assist the Director in facility maintenance and operations, including but not limited to, lighting, filtration, purification, and overall safety of the facility

Will oversee employee scheduling to ensure that staffing levels are appropriate. Supervise, schedule and evaluate seasonal personnel.

Assist in maintaining, supervising and conducting all marketing and promotional activities related to Wetlands Water Park.

Directs, supervises and ensures the preparation, maintenance, review and submission of many reports and records as may be required by the Director or established policy.

Works with the Director, Town Recorder and others in developing, preparing, monitoring and analyzing the Wetlands Water Park budget, reports, and records; and assists the Director in budgeting items in the Water Park budget.

Works with the Director and others in short and long term planning related to Wetlands Water Park facilities operations and program improvements, maintenance, and future development and expansion.

Coordinates and supervises formal safety programs related to all operations of the park facility.

Directs and ensures the development, maintenance and supervision of ongoing training and educational programs for lifeguards, cashiers, concessions, and ancillary service personnel.

Works directly with all facility supervisors to identify employee talent, job assignments and cross training.

Works directly with the Director to requisition chemicals, supplies, and equipment for the facility

Directly responsible to oversee the operation of the concession stand, customer service and daily and season ticket sales.



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Responsible for supervising the scheduling and use of the facilities (volleyball courts, shelters, play areas, etc.) closely associated with the Water Park. Will supervise scheduling and implementation of all private parties, birthday parties, and other special event through the Director.

**SECONDARY DUTIES:**

Other related duties or assignments as directed by the Water Park Director.

**RESPONSIBLE TO:**

Water Park Director