

**POSITION TITLE: AQUATICS/FITNESS MANAGER**

**DEPARTMENT: PARKS & RECREATION**

**CITY OF  
BOWLING GREEN**

**REPORTING RELATIONSHIPS**

Facilities Coordinator

**POSITION REPORTS TO**

**DIRECT REPORTS BY TITLE:**

Fitness Specialist, Temporary and Part-time  
Fitness and Aquatics Staff

**DIRECT:** 1 FT,  
Numerous-  
temporary

**INDIRECT:** 0

**POSITION FUNCTION**

This position is responsible for the operations and programming of the Bowling Green Training and Community Center fitness areas and the City Park Aquatics Complex under direction of the Facilities Coordinator.

**JOB RESPONSIBILITIES**

Assists in creating rules, policies, schedules, and marketing plans for the community center and aquatic complex

Assists in hiring, trains, schedules, supervises and evaluates seasonal and part-time community and aquatics center staff

Supervises aquatic complex operations, personnel and programs

Oversees scheduling and supervises community center fitness operations and personnel; staffs the fitness and aquatic facilities when required; secures new and maintains existing pass holders to the community and aquatic centers

Ensures that aquatics and fitness center staff maintain training and certifications necessary to provide safe fitness and aquatics facilities and programming for the patrons

Ensures the safety and satisfaction of aquatics and fitness complex users and enforces all safety and health rules uniformly; maintains adequate first aid supplies and ensures rescue equipment is in good order

Develops, instructs and oversees aquatics, fitness and wellness-related programs and facilities including classes, workshops and special events

Evaluates programming and operations, prepares reports, and makes suggestions for improvement and cost effectiveness

Maintains patron files and ensures their safety and privacy

Collaborates with other Park and Recreation management staff to plan and execute recreational and educational programs and special events at the community center

Monitors the use of equipment, inspects facilities and equipment and trains others to do the same, orders needed maintenance of aquatic and fitness equipment

Reports any required maintenance for proper upkeep of all buildings, grounds, decks, plant materials, and equipment within the aquatic complex and community fitness center to the Parks and Recreation Director or his/her designee

Communicates with other staff members

Serves as the department liaison to the Bowling Green Swim Club, Wood County Hospital, and fitness providers in the community

Assists with departmental planning, goal setting and budgeting; responsible for implementing activities to achieve goals within budgeted amounts

Attends regular and special staff meetings and trainings

Performs other duties as assigned.

**PHYSICAL REQUIREMENTS**

Job requires incumbent to stand, walk, sit, talk/hear, stoop, kneel, crouch, crawl, or balance, smell, reach with hands and arms, use hands to finger, handle or feel. Must be able to clearly focus at 20 inches or less, must have clear vision at 20 feet or more, must be able to identify colors, must have good peripheral vision, good depth perception, and must have good fine focus abilities, and be able to lift up to 50 pounds, ability to jog and run regularly for up to 60 minutes.

<b>REQUIRED SKILL SETS</b>	
<p><i>Occupational/Technical Skills</i></p> <p>Knowledge of aquatic and community center staffing and programming in municipal parks and recreation setting</p> <p>Thorough understanding of current techniques, practices, materials, equipment, regulations, and safety precautions related to fitness programs and services in a municipal parks and recreation setting</p> <p>Ability to utilize spreadsheet, database, and work processing programs and selected job-related software</p> <p>Ability to read and understand at a basic level the departmental budgets and technical reports related to the job</p> <p>Maintain valid Pool Operator's Certificate, CPR/First Aid certifications, ACA, AFAA, or ACSM certifications</p> <p>Must maintain a valid Ohio Driver's License and have the ability to drive</p> <p><i>Administrative Skills</i></p> <p>Ability to analyze and resolve situations and problems</p> <p>Ability to set goals, create strategies and schedules and execute them to meet these goals with a minimum of direction</p> <p>Ability to supervise, plan, organize, train, assign, and direct work of staff</p> <p>Ability to adequately allocate resources and coordinate activities of others to meet objectives</p> <p>Ability to handle multiple priorities and projects</p> <p>Ability to use techniques of effective time management</p> <p>Ability to keep clear and accurate records and reports</p> <p>Ability to process paperwork effectively</p> <p><i>Cognitive Skills</i></p> <p>Ability to make timely, sound decisions</p> <p>Ability to identify problems, recognize symptoms, causes and alternative solutions</p> <p>Ability to interpret documents such as safety rules, operations and maintenance instructions/policies and procedure manuals</p> <p>Ability to perform standard arithmetic, including percentages and decimals,</p>	<p>area and volume calculations, dilution factors, and comparative evaluations</p> <p>Knowledge of basic budgetary principles</p> <p>Ability to process or generate information without either overlooking important items or getting enmeshed in technicalities</p> <p><i>Communications Skills</i></p> <p>Ability to speak and write effectively, both the individuals and groups</p> <p>Ability to let people know of decisions, changes and other relevant information in a timely fashion</p> <p>Ability to prepare clear and concise reports, correspondence, and other written materials</p> <p>Ability to prepare analyses, policies, and budgets</p> <p><i>Interpersonal Skills</i></p> <p>Ability to use tact and discretion</p> <p>Ability to deal courteously and diplomatically with the general public, staff and volunteers</p> <p>Ability to develop and maintain smooth, cooperative working relationships with peers, subordinates and superiors</p> <p>Ability to maintain issue confidentiality</p> <p>Interpersonal skills necessary to provide effective leadership to subordinate personnel and to develop cooperative working relationships with employees, senior management, elected officials, contractors, and vendors</p> <p>Ability to arrive at constructive solutions while maintaining positive working relationships</p> <p><i>Leadership Skills</i></p> <p>Ability to take charge and initiate actions</p> <p>Ability to create an environment in which subordinates are rewarded for accomplishment of group and individual goals</p> <p>Ability to direct the activities of individuals and groups toward the accomplishment of meaningful goals</p> <p>Knowledge of administration and supervision of staff and activities</p> <p>Ability to clearly assign responsibilities and tasks to others</p> <p>Ability to select and evaluate staff</p> <p>Ability to instruct and train staff</p> <p>Ability to provide performance feedback and to motivate others</p>

<b>DESCRIPTION OF WORKING CONDITIONS</b>
<p>Work is performed both indoors and outdoors, and involves contact with the general public and employees; activity schedules maybe irregular involving night and/or weekend meetings and programs; work may also involve exposure to chemicals and heat/cold.</p>

<b>EXPERIENCE AND/OR EDUCATIONAL REQUIREMENTS</b>
<p>Four-year college degree; certifications to be acquired and maintained include Certified Pool Operator, CPR/First Aid, ACA, AFAA or ACSM certification; must be able to maintain a valid Ohio Driver's License; 1 - 2 years relevant experience; or any combination of education, training and work experience which provides the required skill sets to perform the essential functions of the job.</p>

The requirements listed are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. This Position Description is intended to identify and illustrate the kinds of duties that may be assigned to its incumbents. It should not be interpreted as describing all of the duties that may ever be required of such an employee, or be used to limit the nature and extent of assignments such individuals may be given.