



POSITION ANNOUNCEMENT

Full-Time Pool Manager / Learn-to-Swim Coordinator

The Arapahoe Park and Recreation District is seeking an enthusiastic, team-oriented and dynamic Pool Manager/Learn-to-Swim Coordinator.

Under the direction of the Aquatics Supervisor, the Pool Manager holds dual responsibility for the safe and efficient operation and maintenance of The Trails Recreation Center and Lookout Outdoor pool, and in overseeing the District's Learn-to-Swim Program; including but not limited to, supervising supervisory part-time and part-time aquatics employees, assisting with scheduling pool activities, coordinating aquatics programs and providing excellent customer service.

Must have knowledge of Aquatics management; including, but not limited to training and supervising staff, pool maintenance and water chemistry, safety training/in-services and planning and developing aquatics programs. Must be able to communicate effectively both verbally and in writing; establish and maintain professional working relationships with District personnel, general public, vendors, contractual personnel and representatives of other agencies; must have excellent internal and external customer service skills, be a team player and maintain a positive attitude. Ability to write quality records and reports for all administrative duties; must be proficient in the use of personal computers and computer software including Microsoft Office, staff scheduling and recreation management software.

A High School Diploma or GED is required. Two years of college is preferred. A combination of education and experience to provide the necessary knowledge, skills, and abilities may be taken into consideration. Current American Red Cross or equivalent Lifeguarding, CPR/AED for the Professional Rescuer and First Aid certificates are required. Water Safety Instructor, Lifeguard Instructor, Water Safety Instructor-Trainer and Pool/Spa Operator certificates (CPO or AFO) highly desired.

Hiring Range is \$ \$33,500 - \$43,550 DOE, plus a complete benefits package including health, medical, dental, vision, life and a pension plan.

Interested candidates should submit employment application, a cover letter, résumé and a copy of their certifications to the Arapahoe Park and Recreation District; 16799 E. Lake Ave, Centennial, CO 80016, Attention Ryan Bailey, or via email at ryanbai@the-trails.org.

The application deadline for this posting is Monday, November 20, 2017 at 5:00PM MST.

The Arapahoe Park and Recreation District is an Equal Opportunity Employer and ADA compliant.