



**Job title:** Aquatics Manager  
**Department:** Program

**FLSA Status:** Non-Exempt  
**Reports to:** Activities Manager

The mission of Sandy Cove Ministries is to help people connect with God and each other in order to be transformed into the image of Christ, through His Word, His creation and community.

**Position Summary:** To provide oversight and management of all aquatics programming and guest safety through upholding health standards and through the mission of Sandy Cove

**Position Purpose:** Ensure an enjoyable and safe experience for Sandy Cove guests so that they can connect with God and each other by providing services in a variety of roles where most needed.

**Role Qualifications:**

- Personal relationship with Jesus Christ
- High School or College Diploma (preferred)
- Certified CPO, Lifeguard, First Aid, CPR, AED, O2 Administration, and Preventing Disease Transmission or willing to become qualified
- Licensed CPO, Lifeguard, First Aid, CPR, AED, O2 Administration, and Preventing Disease Transmission instructor or willing to become qualified
- Prior pool management experience
- Physically capable to complete tasks

**Essential Job Functions/Responsibilities:**

- Oversee and provide vision for the aquatic facilities and activities at Sandy Cove  
Provide leadership to staff members (seasonal and year-round)
- Develop and implement a safe, tidy, and encouraging environment for guests to enjoy aquatic activities
- Maintain all necessary records and prepare for inspections to maintain compliance with the Health Department and COMAR
- Oversee all pool maintenance during spring, fall, & winter times for general cleaning, water balancing, cleaning filters, and preparing for the summer season
- Safely purchase, handle, use, and store potentially hazardous chemicals
- Ensure the general cleanliness of pool areas and equipment
- Ensure all safety equipment/supplies are fully stocked and up to code
- Develop a budget, make smart and necessary purchases, and track expenses
- Provide or arrange necessary training to staff including Lifeguarding, 1<sup>st</sup> Aid/AED, and CPO training
- Ensure proper staffing coverage during summer and off-seasons and lead staff meetings

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- Develop friendly and courteous rapport with patrons
- Guard the pool when needed and enforce rules and regulations to patrons without bias
- Coordinate program and group activities at the pools
- Train water aerobic instructors and teach aerobic classes as needed
- Perform all other reasonable duties as assigned

**Essential skills and experience:**

- Ability to teach others
- Ability to make quick decisions
- Ability to be alert in all situations
- Customer service skills

**Reporting to this position:** Assistant Manager(s), Lifeguards

**Physical demands of work environment:** The physical demands and work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential function of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

■ *Physical demands:* While performing the duties of this job, the employee is required to swim, stand, walk, sit, use hands, climb stairs, balance, stoop, kneel, see, talk or hear. The employee must be able to lift and/or move up to 50 pounds.

■ *Work environment:* While performing the duties of this job, the employee is exposed to weather conditions prevalent at the time. The noise level in the work environment can range from minimal to loud.

**General sign-off:** The employee is expected to adhere to all company policies and to act as a role model for all other Sandy Cove Ministries' employees.

I have read and understand this explanation and job description.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_