

Aquatic Manager

University of New Mexico, Recreational Services

Position Summary

The University of New Mexico Recreational Services is seeking a highly motivated and experienced Aquatic Manager to oversee our aquatic complex's comprehensive operations, including the Olympic Pool, Therapy Pool, and a 6-lane 25-yard auxiliary pool. This position ensures the safe and efficient operation of all aquatic facilities, providing exceptional service to a diverse user base, including Recreational Services, UNM Women's Swim and Dive Team, the College of Education, and the general UNM community. The aquatic manager will lead a team of lifeguards, custodial and maintenance staff in the overall operation of a complete aquatic facility and program and maintain a facility compliant with NCAA and State of New Mexico Environmental Department Swimming Pool Division standards.

Essential Duties and Responsibilities

- **Facility Management**
 - Oversee the daily operations of three aquatic facilities, ensuring a safe and clean environment for all users.
 - Maintain proper water chemistry, filtration, and mechanical systems, working collaboratively with the University's Facility Maintenance Department.
 - Ensure compliance with all local, state, and federal aquatic codes and regulations.
 - Manage custodial operations within the aquatic complex.
 - Maintain a facility compliant with NCAA and New Mexico Environmental Department, Swimming Pool Division standards.
- **Staff Management and Development**
 - Recruit, hire, train, and supervise lifeguards and Water Safety Instructors.
 - Develop and implement comprehensive training programs, including regular in-service training and skills assessments.
 - Provide continuous education and testing for lifeguards and Water Safety Instructors to maintain certifications.
 - Schedule and manage staff to ensure adequate coverage for all pool activities.
- **Program Management**
 - Manage and develop the Recreational Services Learn to Swim program.
 - Coordinate and support the UNM Women's Swim and Dive Team, ensuring compliance with NCAA rules and regulations.
 - Schedule and manage open recreation hours for UNM students, faculty, and staff.
 - Coordinate activities for NCAA Division 1 Swim and Dive team.

- Knowledge of hosting NCAA and USA Swimming swim meets.
- **Safety and Risk Management**
 - Enforce all pool rules and regulations to ensure patron safety.
 - Conduct regular safety inspections and maintain accurate records.
 - Respond to emergencies and administer first aid/CPR as needed.
 - Maintain a comprehensive risk management plan.
- **Instruction and Certification**
 - Serve as a licensed and certified American Red Cross instructor, conducting courses in Lifeguarding, First Aid, CPR, AED, Oxygen Administration, and other required certifications.
 - Maintain current certifications and stay up-to-date on American Red Cross standards.
- **Administrative Duties**
 - Develop and manage the aquatic budget.
 - Maintain accurate records of pool operations, staff certifications, and program participation.
 - Prepare reports and presentations as needed.
 - Able to work weekends and a flex schedule.
- **Required Qualifications**
 - Bachelor's degree in Recreation Management, Sports Management, or a related field preferred.
 - Current Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification.
 - Current American Red Cross Lifeguard Instructor certification.
 - Current American Red Cross Instructor certifications in First Aid, CPR, AED, and Oxygen Administration.
 - Extensive knowledge of NCAA and NMED aquatic safety standards, codes, and regulations.
 - Proven experience in managing aquatic facilities and staff.
 - Strong leadership, communication, and interpersonal skills.
 - Ability to work independently and as part of a team.
 - Ability to work flexible hours, including evenings and weekends.
 - Knowledge of hosting NCAA and USA Swimming swim meets.
- **Preferred Qualifications**
 - Experience working in a university or collegiate aquatic environment.
 - Experience managing a learn-to-swim program.
 - Experience working with NCAA Division 1 swim and dive programs.