



Teton Valley Aquatics Program Manager Job Description

About Teton Valley Aquatics: Teton Valley Aquatics, Ltd. is a 501(c)(3) organization based in Driggs, Idaho. The mission of Teton Valley Aquatics is: Partnering with the City of Driggs and the community of Teton Valley to optimize resources for designing, building and operating a successful aquatic facility.

General Responsibilities:

Reporting to the Executive Director, the Program Manager will be responsible for planning, management, and execution of Teton Valley Aquatics' programs including Josh the Otter, Loaner Life Jackets, and the TVA Summer Pool Program. They will develop the plan/schedule for the programs, hire staff, execute training, and manage the programs through the spring and summer.

The Program Manager will spend the majority of their time on the general day-to-day operations of the TVA Summer Pool under the direction of Teton Valley Aquatics' Executive Director. The TVA Summer Pool is currently the only accessible swim lesson and adult aquatics recreation program in Teton Valley and provides a much needed service to the community.

Duties and Responsibilities

Winter/Spring (20 hrs/week)

- Create the summer pool schedule including swim lessons and adult activities schedules
- Build and manage registration for all summer activities through online platform
- Provide phone and email support for TVA programs
- Purchase all necessary equipment for TVA programs
- Hire and manage training for all staff for summer pool program
- Manage scheduling for all TVA program volunteers and staff
- Provide plans and direction for all TVA programs, including lesson plans as needed
- Plan and execute Josh the Otter water safety outreach programming during May
- Plan and manage the life jacket loaner stations from April-October

Summer (40 hrs/week)

- Serve as the onsite pool manager for the summer pool. Responsibilities are, but not limited to:
 - Staying within the pool fence when anyone is in the pool area
 - Maintain a safe pool facility by following all TVA policies and applicable laws
 - Welcome pool participants and create an inviting environment
 - Assist in registration and class organization
- Responsible for maintaining safe chemical levels in the pool for public use
- Responsible for opening the pool Monday through Thursday.
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- Meet with each instructor weekly to monitor performance, answer questions, and maintain open communication.
- Manage instructor scheduling including coordinating shift coverage as needed



- Manage all canceled lessons including updating website and social media and notifying parents for rescheduling as needed
- Create class lists for all instructors

Qualifications

- 1-3 years of customer service experience
- 1-3 years of management experience
- Experience working with young children and families.
- Comfortable around pool equipment including propane heater, water pump, and chlorinator.
- Current CPR/First certification, American Red Cross Water Safety Instructor certification. TVA will provide an opportunity for training if not currently certified.
- Current Certified Pool Operator. TVA will provide an opportunity for training if not currently certified.
- Excellent communication and interpersonal skills
- Ability to lift up to 30 pounds.
- Must clear a criminal history background check prior to start date.
- Ability to work remotely February-June then in person in Driggs, ID June-August
- Spanish speaking skills and special needs teaching experience a plus

Benefits

- Pay rate of \$27.50/hour DOE
- Part-time (20 hrs/week) February-June
- Full-time (40 hrs/week) June-August
- Ability to work remotely with a flexible schedule February-June.
- 3 day weekends during the summer. Hours will be 8:00 am-6:00 pm Mon-Thurs.

Teton Valley Aquatics, Ltd. ensures equal opportunity in participation and employment for all persons, regardless of race, color, religion, gender, sexual orientation, age, national origin or veteran status. Every reasonable effort will be made to accommodate people with disabilities.