SHAKOPEE
PARKS AND RECREATION

POSITION DESCRIPTION

TITLE: Aquatics Manager
CLASSIFICATION: Manager
DEPARTMENT: Parks and Recreation
REPORTS TO: Director of Parks and Recreation
STATUS: FT
PAY GRADE: 180
LAST REVISED: December 16, 2025

SUMMARY

The Aquatics Manager oversees daily operations of Shakopee's indoor aquatic center and SandVenture Aquatic Park. This role manages staff, ensures safe and efficient facilities, and directs aquatic programming including swim lessons, lifeguard training, and open swim. The position also supports budgeting, policy development, and membership management while leading marketing efforts to engage the community. Strong leadership, communication, and organizational skills are essential to ensure excellent service and compliance with city standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Manages the day-to-day operations of the city's aquatic facilities.
- Manages the seasonal operations of SandVenture Aquatic Park, including hiring, training, scheduling, and supervising a large seasonal staff, coordinating daily activities, and ensuring safe, efficient, and high-quality experiences for guests throughout the summer season.
- Hire, train, schedule, and evaluate aquatic staff, including payroll oversight.
- Provide leadership, mentorship, and coaching to support staff development.
- Plan, organize, and direct daily operations of aquatics programs and personnel.
- Leads the training and development of all aquatics and American Red Cross certifications for the entire Parks and Recreation department, and coordinates

programming including Learn-to-Swim, Lifeguarding, Water Safety Instructor, babysitter training, and open swim offerings.

- Develops and implements both short-term and long-term plans for the aquatic facilities focused on increasing community usage, improving operational efficiency, and enhancing user satisfaction.
- Assists the Parks and Recreation Director in developing, evaluating, and refining policies, procedures, and operational standards as it relates to area of responsibility.
- Assists the Director of Parks and Recreation in development and management of the fee structure and membership options as it relates to area of responsibility.
- Leads marketing and promotional efforts for the aquatic facilities and programs.
- Provides information for brochures, pamphlets, press releases and publications that market programs, activities, and events within areas of responsibilities.
- Communicates changes, adjustments and emergency information within area of responsibility both within the department and with the public and customers using signage, email, social media, display boards and other means.
- Partners with the City Communications team to create and manage marketing and digital content.
- Assists in development of the annual budget for aquatics facilities, programs and services, monitors expenditures and revenues within assigned budgets to ensure compliance with budget parameters and city policies and procedures.
- Plan, organize, and implement aquatic special events, ensuring alignment with department goals, community needs and CAPRA standards.
- Manages the partnership with the on-site restaurant to support smooth operations and positive guest experiences.
- Oversees and directs the internal Parks and Recreation Safety Committee.
- May present at council meetings as needed.
- All other duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES REQUIRED

- Strong written and verbal communication skills, including public speaking, report writing, and professional correspondence.
- Ability to read and interpret business publications, technical procedures, and regulations.
- Proficiency in Microsoft Office Suite (including Excel), recreation/municipal software, dashboard tools, and social media platforms.
- Skilled in operating standard office equipment and using web-based email, timesheet, and registration systems.

- Comprehensive understanding of aquatic facility operations, program development, safety standards and staff training.
- Experience in recruitment, training, supervision, performance evaluation, and fostering a collaborative team culture.
- Strong leadership and organizational abilities with experience managing staff, budgets, and resources to achieve operational goals.
- Demonstrated analytical and problem-solving skills to collect data, evaluate programs, and implement innovative solutions.
- Proven ability to assign, instruct, and prioritize staff work in alignment with organizational goals.
- Capacity to build and maintain positive, professional relationships with coworkers, supervisors, partners, and the public.
- Adaptability, creativity, and resourcefulness in managing multiple priorities and addressing community needs.
- Ability to mentor and inspire staff and volunteers to deliver high-quality programs and services.

MINIMUM QUALIFICATIONS

- Bachelor's Degree in recreation, leisure services, public administration, business administration or related field.
- 3 years of supervisory experience in aquatics
- American Red Cross Lifeguard Instructor Certification
- American Red Cross Lifeguard Certification
- American Red Cross Water Safety Instructor Certification

DESIRED QUALIFICATIONS

- American Red Cross Lifeguard Instructor Trainer Certification
- American Red Cross Water Safety Instructor Trainer Certification
- Aquatic Facility Operator
- NRPA - Certified Park and Recreation Professional

WORKING CONDITIONS & PHYSICAL DEMANDS

- Work environment includes both an office setting and work in/around indoor and outdoor pools and other bodies of water.
- Moderate to loud noise levels, depending on location.
- Regular exposure to outdoor weather conditions during the summer season, including heat, wind, rain, and sun.
- Flexible schedule required, including evenings and weekends, to attend meetings. events, and ensure smooth program operations.
- Regularly required to sit, stand, and move about the workspace.

EQUIPMENT REQUIRED TO PERFORM JOB

- Desktop Computer
- Desktop Phone
- Copy/Scanner/Fax Machine
- Laminator
- Postage machine
- Cell phone
- Department Vehicle

The City of Shakopee is an Equal Opportunity Employer.