



Seasonal Manager

Grade: 6

Adopted: March 2026

Position Description: This seasonal position is responsible for the overall operation and maintenance of the water park facility to include facility maintenance, marketing and promotion, safety, training and development of staff, employee management, concession stand and ticket sales monitoring, facility scheduling and special events. This role requires a strong leadership and management skills set as well as a commitment to providing a safe and enjoyable environment for patrons of Wetlands Water Park.

Immediate supervision is provided by the Wetlands Water Park Director and responsible to the Parks & Rec Director.

Duties:

- Ability to establish effective working relationships with employees and supervisors.
- Ability to competently deliver and follow instructions delivered either verbally or in writing.
- Work a flexible schedule including weekends.
- Responsible for facility maintenance and operations, including but not limited to lighting, filtration, purification, and overall safety of the facility.
- Responsible for maintaining, supervising, and conducting all marketing and promotional materials/activities related to Wetlands Water Park.
- Coordinate, supervise and execute formal safety programs related to all operations of Wetlands Water Park.
- Directs and ensures the development, maintenance, and supervision of all training and educational programs for all seasonal staff.
- Directs, supervises, and ensures the preparation, maintenance, review and submission of reports and records as required by the Wetlands Director and/or Parks & Rec Director.

- Oversee employee staffing and scheduling to successfully operate the Wetlands Water Park, to include evaluation of staff and provide necessary corrective feedback.
- Oversee the operation of the concession stand, customer service, and all ticket sales to include daily and season passes.
- Plans, directs, and supervises staff in instructional swimming programs and special events.
- Responsible for the scheduling and use of the facility for both Town events, special events and rentals.
- Coordinate with the Parks & Rec Director to request chemicals, supplies and equipment for the facility.
- Work with Parks & Rec Director and Wetlands Director to develop, promote and supervise a diverse aquatic program for all ages in accordance with community needs.
- Manage staffing levels to accommodate labor needs during inclement weather, sickness, etc.
- Coordinate with the Parks & Rec Director and Wetlands Director regarding developing, preparing, monitoring, and analyzing the Wetlands budget, income, and expenses.
- Ability to work harmoniously with pool staff, patrons and public to explain, demonstrate, and enforce all Wetlands policies and rules.
- Ability to maintain all records related to the facility to include water test, injury reports, incident reports, and other documents as needed.
- Ability to understand, communicate and execute emergency responses in an aquatic environment and the area emergency services.
- Understand the operation of a swimming pool to include sanitation, maintenance, and safety.
- Promote goodwill, excellent customer service with patrons resolving issues that may arise.
- Assist with inventory control in the Café to include assisting with stocking and ordering all food items.
- Ability to follow and communicate to staff the State of Tennessee regulations regarding sanitation and serving food.

- Perform all duties asked by Water Park Director and Parks & Recreation Director.
- General knowledge of Wetlands pool, slides, and features.
- Knowledge of principals and practices of facility rules, policies, and procedures.
- Collaborate with entire Wetlands staff to ensure the park is clean, maintained, safe and always kept in good repair.
- Demonstrate and lead by example of good practices around a pool, around slides and within the park.
- Ability to give direction and perform duties independently.
- Represent Wetlands Water Park in a positive, professional manner with a pleasant personality and a neat appearance.
- Ability to facilitate all in-service training and be aware of all facility programs, scheduling, and activities.

Qualifications

- Minimum 3 years' experience in operation and management of aquatic centers, water park or related recreation area or 5 years' experience in management/supervision of employees.
- Minimum high school graduate.
- Some college or post-secondary school experience preferred.
- Current CPR and First Aid certification.
- Current Lifeguard training certification.
- Certified Pool or Aquatic Facility Operator certification preferred.
- This position requires frequent walking, standing, and lifting of up to 50 lbs. with work duties performed indoors and outdoors with exposure to the elements.

Experience

- Previous experience preferred in customer service to include restaurant, office, or retail environments.
- Experience operating basic restaurant equipment preferred.

- Previous experience working in a fast pace, ever changing environment.