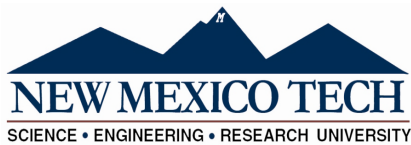


**Posted:** August 22, 2025



## POSITION ANNOUNCEMENT

**TITLE: SWIM CENTER MANAGER**

**DEPT: RECREATION AND WELL BEING**

**REG** ☒

**TEMP** ☐

**FULL TIME** ☒

**PART TIME** ☐

**STARTING RATE or SALARY RANGE** \$33,000 - \$40,000

Employees being promoted to a higher classified position receive the minimum for the position or a pay rate adjustment of 8% whichever is greater.

**All regular positions also entitle the employee to several benefits including health, dental, vision, life insurance, and retirement which is largely paid by New Mexico Tech for the employee and dependents.**

**INTERNAL POSTING THROUGH: 09/03/2025\***

CONSIDERATION WILL BE GIVEN FIRST TO TEMPORARY AND REGULAR TECH EMPLOYEES WHO APPLY WITHIN THE 7 DAY INTERNAL POSTING. APPLICATIONS RECEIVED AFTER THE 7 DAY POSTING MARGIN WILL BE CONSIDERED WITH OTHER OUTSIDE APPLICANTS.

### JOB SUMMARY:

The Swim Center Manager is a full-time position responsible for overseeing all aspects of the Swim Center's operations. This includes managing the facility, budget, educational programming, lessons, promotions and supervising staff with a focus on maintaining high safety standards and delivering exceptional service to members. The role requires a Bachelor's degree in Education, management or a related field, with a minimum of 3 years of managerial experience.

### JOB FUNCTIONS:

**Lifeguard Management:** Hire, train, and schedule lifeguards to ensure adequate coverage during all operational hours and peak seasons. Monitor and evaluate lifeguard performance, providing coaching and feedback as needed. Ensure lifeguards are certified and maintain their certifications. Serve in the lifeguard role as needed. Eventually become a lifeguard instructor if not already certified.

**Certified Pool Operator Duties:** Willingness to obtain a certification in Pool Operations License Ensure the pool is maintained in compliance with all local and state health and safety regulations. Conduct regular water quality testing, chemical balancing, and routine maintenance of pool equipment including pumps, heaters, and chlorinators and maintain accurate records. Operate and maintain pool filtration and circulation systems. Address any maintenance issues promptly to ensure the safe operation of the pool. Drain the pool, power wash pool surface and deck, replace pool light bulbs and refill the pool and any other tasks that need to be done during seasonal changes.

**Policy and Procedure Enforcement:** Ensure the Swim Center's policies are in compliance with State and University rules/regulations and are updated as needed. Effectively communicate policies and procedures to staff and users. Oversee the enforcement of pool and University policies.

**Membership Database Management:** Manage the pool membership database, including registrations, renewals, and communication with members. Maintain accurate records of membership fees and payments.

**Financial Management:** Responsible for making daily cash deposits and maintaining accurate financial records. Monitor revenue and expenses related to pool operations, providing reports as needed.

**Budget Management:** Oversee the Swim Center budget, ranging between \$170,000 and \$200,000, ensuring efficient allocation of resources and adherence to financial guidelines.

**Customer Service:** The manager must be professional, polite, and courteous. Effectively and efficiently resolve customer complaints. Serve as liaison between the University and pool users.

**Facility Management:** Coordinate with Facilities Management to schedule the installation and removal of the pool enclosure structure for winter and spring. Ensure the facility is prepared for seasonal changes and special events. Monitor and resolve facility maintenance and safety issues.

**Educational Development:** Offer workshops on water safety, covering topics like drowning prevention, safe swimming practices, and the importance of life jackets. These can be especially useful for those who are less experienced swimmers or who spend time around water in their personal lives. Offer American Red Cross lifeguard certification courses. This can serve as both an educational experience and a job opportunity, as students who become certified as lifeguards could be employed by the swim center and city pool. Along with CPR and First Aid Training this could provide an educational and life skill for faculty, staff and students.

**Summer Swim Lesson Management:** Advertise, schedule, and manage summer swim lessons. Maintain accurate records of participant registrations and payments. Ensure qualified instructors are scheduled for each session

**Private Pool Party Management:** Coordinate the scheduling of private pool parties, including communication with clients and staff. Manage payment records for all private events, ensuring timely collection of fees. Ensure proper staffing and preparation for each event

**Swim Team Management:** Manage the scheduling of the high school swim team and summer swim team practices and events. Coordinate payment collection for team memberships and facility usage. Serve as the primary point of contact for team coaches and administrators.

**REQUIRED QUALIFICATIONS:**

High School (or GED) level ability in spelling, grammar, composition and math.

**DESIRED QUALIFICATIONS:**

Lifeguard Certified; must be willing to obtain. Lifeguard Instructor Certified; must be willing to obtain. Certified Pool Operator; must be willing to obtain.

**LIFTING REQUIREMENTS:**

(f)requently, (o)ccasionally, or (s)eldom

0 - 15 pounds	F
15 - 30 pounds	O
30 - 50 pounds	O
50 - 100 pounds	O
100 + pounds	S

**PHYSICAL DEMANDS:**

Standing 5%	Sitting 55%	Walking 5%	Pulling 5%
Pushing 5%	Lifting 5%	Stooping	Kneeling 5%
Crawling 5%	Climbing 5%	Reaching 5%	Other

Apply to: [nmtjobapps@npe.nmt.edu](mailto:nmtjobapps@npe.nmt.edu)