

NEW MEXICO HIGHLANDS UNIVERSITY
LAS VEGAS, NEW MEXICO 87701
PUBLIC VACANCY NOTICE

Posting Date: July 11, 2012

Deadline Date: Open Until Filled

Position: Natatorium Director

Rate: Minimum Starting \$27,377

Department: ESS

Job Type: 12 Months/Full-Time

FLSA: Exempt

Reports To: Chair, Exercise and Sport Sciences

SUMMARY: The person in this position is responsible for the day to day direction and operation of the New Mexico Highlands University Natatorium.

DUTIES & RESPONSIBILITIES:

- Work with the NMHU Campus community, as well as the Las Vegas community in developing aquatic programs and course offerings;
- Coordinate swimming pool course offerings with the Department Chair;
- Prepare monthly accountability reports describing events, classes, and concerns at the swimming pool. (This report is handed into the Department Chair and is due no later than the 15th of each month).
- Maintain water quality;
- Order all equipment/pool chemicals necessary to operate swimming pool;
- Teach 6 credit hours in the Department of Exercise and Sport Sciences each Fall and Spring semesters and 3 credit hours during the summer semester;
- Supervise lifeguards and their emergency training;
- Supervise and evaluation Water Safety Instructors and other swimming/water aerobic instructors;
- Maintain regular attendance;
- Perform other job related duties as assigned.

MINIMUM QUALIFICATIONS:

- **EDUCATION:** Bachelor's Degree in Human Performance and Sport, Recreation, Sports Administration or a related field. Incumbent must earn a Masters or Arts degree in Human Performance and Sport, Recreation Sports Administration, or related field within three (3) years of hire.
- **EXPERIENCE:** None.
 - **PREFERRED:** Master of Arts degree.

EMPLOYMENT REQUIREMENTS:

- Must possess and maintain Lifeguard Certification.
- Must possess and maintain a "Current Pool Operator" license.
- ****Must obtain and maintain a Water Safety Instruction Certification before the end of the Fall 2012 Semester.**
**** *Costs to obtain the required licensures will be incurred by the selected applicant.***
- **PREFERRED:** Preference will be given to those who possess a Current Water Safety Instruction certification.

KNOWLEDGE, SKILLS, and ABILITIES:

- Ability to recruit, train and certify lifeguards and other.
- Ability to maintain records;
- Ability to read, understand, follow, and enforce safety procedures.
- Ability to supervise and train employees.
- Skill in organizing, prioritizing, planning and scheduling work assignments.
- Ability to communicate effectively both verbally and in writing.

- Skill in program planning and development.
- Knowledge of the principles and practices of operating an aquatic facility.
- Strong interpersonal and communication skills.
- Ability to work effectively with a wide range of constituencies in a diverse community.
- Knowledge of optimal swimming pool water chemistry, temperature and cleanliness standards.
- Ability to gather data, compile information and prepare reports.
- Knowledge of federal, state, and local regulations, policies, and guidelines for the operation of public swimming pools and public baths.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of certification standards in area of specialty.
- Skill in the use of personal computers and related software applications.
- Knowledge of budgeting, cost estimating, and fiscal management principles and procedures.
- Knowledge of customer services standards and procedures.

PHYSICAL REQUIREMENTS:

- Standing.....Occasionally
- Walking.....Occasionally
- Sitting.....Frequently
- Bending.....Frequently
- Squatting.....Frequently
- ClimbingFrequently
- KneelingFrequently
- SwimmingFrequently
- Lifting up to twenty five (25) poundsFrequently
- Lifting greater than twenty five (25) pounds.....Occasionally

WORK ENVIRONMENT:

- Work is performed mainly in an office/pool setting.

APPLICATION PROCEDURE: Candidates must submit 1) a letter of application, 2) Resume, 3) University employment application, 4) unofficial copies of advanced degree transcripts, 5) Copies Life Guard Certification and Pool Operator License, 6) Name/address/phone numbers of 3 current professional references.

References will be contacted in conjunction with on campus interviews and official transcripts should be requested upon acceptance of the on campus interview.

Submit materials to:

**New Mexico Highlands University
Human Resources
Natatorium Director Search
Box 9000
Las Vegas, NM 87701**

Email applications will be accepted: metrujillo@nmhu.edu

For disable access or services, call (505) 454-3242 or TDD# (505) 454-3003.

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