

Assistant Aquatics and Fitness Center Manager

Salary	\$33.00 - \$54.55 Hourly	Location	Clearfield City, UT
Job Type	Full-Time (FT)	Job Number	042026-718
Department	Community Services/Aquatic Center	Opening Date	04/15/2026
Closing Date	4/28/2026 11:55 PM Mountain		

General Purpose

The typical hiring range for this position is \$33.00 to \$36.30 per hour, depending on experience.

GENERAL PURPOSE

The Assistant Aquatic and Fitness Center Manager supports the overall operation of the facility by assisting in the planning, supervision, and coordination of programs and services provided by the Clearfield Aquatic and Fitness Center (CAFC). This role ensures a safe, welcoming, and high-quality experience for members, staff, and guests while helping maintain compliance with organizational standards and regulatory requirements.

SUPERVISION RECEIVED

Works under the general direction of the Clearfield Aquatics and Fitness Center Manager

SUPERVISION EXERCISED

Exercises indirect supervision over full-time center supervisors to ensure consistent, effective oversight of part-time personnel through structured guidance and support of full-time center supervisors across all operational areas.

Examples of Duties

Supports the CAFC Manager with the overall operations of the Center ensuring safe, efficient, high-quality services while maintaining organizational standards and applicable regulatory compliance.

Assists with budget development and administration of the Center; monitors revenues and expenditures for compliance; oversees purchases and supply management; and has authority to approve expenditures and provide fiscal oversight for assigned areas.

As directed by the CAFC Manager, provides guidance, direction, and operational support to ensure consistent implementation of policies, procedures, and service standards.

Oversees personnel management for assigned staff, including recruitment, hiring, onboarding, training, performance management, and discipline, ensuring compliance with City policies. Coordinates all hiring and recruitment activities in collaboration with Human Resources and establishes training standards to support effective staff performance.

Provides guidance to supervisors on employee relations, corrective action, documentation, and separations; works closely with Human Resources on complex cases, investigations, and compliance requirements; oversees and conducts internal investigations; and reviews incident and corrective action documentation to ensure accuracy and adherence to City policies. With the CAFC Manager, ensures that all employees with supervisory responsibility are trained to correctly perform such discipline-related tasks.

May provide input to the CAFC Manager regarding performance evaluations for full-time supervisory staff and oversees the performance evaluation process for all facility employees, ensuring consistency and alignment with established standards and evaluation outcomes.

Supports full-time supervisors in maintaining high customer service standards; addresses escalated patron and staff concerns; communicates information with tact, patience, and professionalism.

Coordinates center operations across all program areas by supporting supervisors, monitoring performance, and ensuring consistency with established goals, objectives, standards, policies, procedures, and annual program plans.

Collaborates with the CAFC Manager and departmental leadership to identify operational training needs that comply with City standards and regulatory requirements. Coordinates with full-time supervisors to develop, organize, and deliver staff training programs; and ensures consistent implementation of training standards across all operational areas.

In conjunction with the CAFC Manager, supports facility safety and risk management by ensuring consistent implementation of safety policies, procedures and regulatory requirements; monitors operational practices and reviews accident and incident reports for accuracy and trends. Ensures timely completion, submission of reports, and repairs (if necessary) to maintain a safe environment for staff and patrons.

Serves as the Aquatics and Fitness Center Manager in the Manager's absence, assuming responsibility for facility operations and decision-making as required.

Minimum Qualifications

Education and Experience

Graduation from an accredited college or university with a bachelor's degree in Recreation Management, Public Administration, Business Administration, or a closely related field;

AND

Four (4) years of progressively responsible experience in recreation, aquatics, fitness, or community facility operations; two (2) years of which must include supervisory responsibilities.

OR

An equivalent combination of education and experience that provides the required knowledge, skills, and abilities.

Special Qualifications

Must maintain current First Aid and CPR certification.

Certified Pool Operator (CPO) or Aquatic Facility Operator (AFO) certification preferred or must obtain within nine (9) months of hire.

Must be able to work evenings, weekends, and holidays as required.

Additional Qualifications/Information

Essential Functions, Knowledge, Skills, and Abilities

Knowledge of recreation facility operations, including aquatics, fitness, childcare, and customer service functions; personnel management practices such as hiring, training, discipline, and performance management; and risk management procedures, incident reporting, and applicable safety standards.

Ability to coordinate multiple operational areas and support consistent service delivery across programs; supervise, coach, and evaluate employees; and manage complex or sensitive customer service situations effectively.

Ability to communicate effectively both verbally and in writing and establish productive working relationships with staff, supervisors, City leadership, and the public.

Work Environment

Work is performed in a recreation and aquatic facility environment with exposure to humidity, noise, and pool chemicals. Duties may require walking, standing, lifting, bending, and other physical activities associated with facility operations. Occasional evening and weekend work is required.

Clearfield City is an Equal Opportunity Employer.

This is an Exempt Position.

***As of 4/14/2026**

Employer

Clearfield, City of (UT)

Address

55 South State Street

Clearfield, Utah, 84015

Phone

801-525-2740

Website

<https://clearfield.city/job-openings/>