

ASSISTANT AQUATIC FACILITY DIRECTOR

Position Purpose:

Supervisory, and instructional position under the direction of the Park, Recreation, and Aquatics Director. Performs all other related work as required.

Supervision:

Supervision Scope: Performs varied and responsible duties which range in nature from routine to complex requiring a thorough knowledge of pool operations; may be required to exercise some judgment in situations not clearly define by precedent or established procedures.

Supervision Received: Work is performed under the administrative direction of the Park, Recreation, and Aquatics Director, only unusual situations or cases are referred to the Park, Recreation and Aquatics Director.

Supervision Given: Supervises full time and seasonal employees, life guards, swim instructors, head life guards, and front desk receptionists. Counsels and disciplines staff consistent with town policies.

Job Environment:

Work is performed in a large aquatic facility and under pool facility office conditions. Works with pool chemicals. The noise level is moderate to loud at times.

Operates computer, printers, facsimile machine, copier, calculator, scanner, laminator and other standard office equipment; may operate an automobile or a snow blower.

Has frequent contact with the general public including children and adults, requiring a high level of patience, tact and discretion. Contacts are mostly in person and sometimes by telephone and involve discussions on pool safety, procedures, and policies.

Errors could result in reduced levels of service, poor public relations, and potential danger to the general public. Position may require evening, weekend and holiday work and may involve some irregular hours.

Position will involve cross training with the Assistant Recreation Director position.

Access to confidential information may include matters related to employee personnel records and membership records.

Working knowledge of pool filtration systems and pool maintenance.

Position may require evening, weekend, and holiday work and may involve some irregular hours.

Essential Functions

Responsible for the operation of the Atkinson Pool Facility while on duty, and in the absence of the Park, Recreation and Aquatic Director.

Ensure the safety of the aquatic facility for use by participants by adherence to the proper State Board of Health Codes Minimum Standards for Swimming Pools.

Participates in the selection, training, evaluations, scheduling and supervision of subordinate personnel. Participates in hiring new lifeguards, swim instructors, and front-desk employees.

Ensures that all rescue and aquatic equipment are in good working order.

Ensure performance of pool chemical testing, in compliance with state mandated procedure and address any variances.

Promotes and publicizes programs and activities including writing news releases, and program fliers.

Schedules all swim team rentals, lane scheduling and dive well time and swim meets.

Performs administrative duties including maintaining records and statistics, preparing reports, maintaining department files, etc. Assists in developing policies and procedures for aquatic staff.

Assists in preparing department budget; reporting payroll.

Organize and assist in pool registration.

Organizes program calendar for staff and members on a regular basis.

Oversee collection of revenue, i.e. membership fees, guest fees, rentals, etc.

Develop the monthly work schedule for all part time and full time aquatic staff.

Is responsible for doing all pool chemical ordering and locker room/bathroom supply orders.

Ensures adequate training of staff in First Aid, CPR, Water Safety, Swimming and Teaching Skills through the conduction of monthly in-service trainings.

Assist in the development and editing of a quarterly brochure.

Assist the Park, Recreation, and Aquatic Director in the investigation of and reporting of all accidents.

Instruct classes or lifeguard as needed.

Troubleshoot filtration problems.

Troubleshoot problems associated with the pool water boilers.

Troubleshoot aquatic facility related issues.

Meet regularly with the Park, Recreation, and Aquatic Director, the Assistant Recreation Director and the Aquatic Supervisor.

Performs similar or related work as required.

Recommended Minimum Qualifications

Education and Experience

Bachelor Degree in Recreation or Physical Education with current certification as WSI, LGT, CPR-PR, FA, CPO or AFO, plus two years' experience in managing an aquatic facility in a supervisory capacity.

Knowledge, Ability, Skill

Knowledge: Knowledge of Commonwealth of Massachusetts Department of Public Health Minimum Standards for Swimming Pools (State Sanitary Code: Chapter V).

Ability: Ability to work effectively, appropriately, and tactfully with the general public, facility users, and potential members. Ability to maintain records. Skills in teaching aquatics, use of computer programs. Ability to deal with multiple tasks at the same time.

Skills: Good oral and written communication skills. Excellent swimmer.

Physical Requirements:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Moderate physical effort needed in the performance of duties; may require the carrying, lifting, or moving of bulky materials weighing approximately 30 to 60 pounds; walking or standing all the time.

May be required to swim for extended periods of time; must be able to perform all water lifesaving techniques on adults and children. Regularly required to stand, walk, talk, hear, crouch, stoop, and sit; must be able to manipulate objects, tools, or controls, and common office/pool objects. May spend a large portion of shift swimming, standing and/or walking. Frequently lifts and/or moves objects weighing up to 30 pounds such as equipment, supplies, and chemicals. Moderate physical effort occasionally required to perform emergency lifesaving efforts. Vision and hearing at or correctable to normal ranges.

Moderate physical effort generally required in performing duties under typical office conditions. Some physical effort required when performing duties in the field. Position requires the ability to operate a keyboard and standard office equipment at efficient speed. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls, and reach with hands and arms. The employee is frequently required to sit, talk and hear. Vision requirements include the ability to read detailed and routine maps, plans, documents, and use a computer.

(This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.)