



Aquatics Director

<u>Supervisor's Title:</u>	Recreation Director
<u>FLSA Classification:</u>	Exempt
<u>Lane Placement:</u>	Classified Salary Schedule

General Job Description

Under the supervision of the SSAFC Director, the **Recreation Program Coordinator** is responsible for directing the aquatics program and activities, providing information, and serving as a resource to others. Oversees the day-to-day operation, maintenance, and administration of the SSAFC's aquatic facility; Oversees the hiring, training, testing, and certification of staff and student employees at the facility; Ensures that all appropriate water health and safety standards are maintained; Assists with operations at the SSAFC as assigned.

Education/Qualifications

- A Bachelor's or higher Degree from an accredited college or university in recreation, physical education, or a closely related field.
- A minimum of three years prior work experience in pool operations and staff management in an aquatic facility.
- A thorough knowledge of aquatic center functions and the ability to direct pool related operations.
- Certified Pool Operator (CPO)
- Certified CPR/First Aid Instructor
- American Red Cross Lifeguard and Lifeguard Instruction Certification
- American Red Cross Water Safety Instructor Trainer Certification
- Demonstrate excellent organizational skills.
- The ability to communicate orally and in writing in a clear and concise manner.
- Have excellent integrity and demonstrate good moral character and initiative.
- Competency in the use of computer based programs including spreadsheets, databases, and word processing.
- Exhibit a personality that demonstrates enthusiasm and skills to relate well with students, staff, administration, parents, and the community.

Essential Functions

- Oversees and coordinates the recruitment, training, scheduling, certification, and performance management of employees of the facility; supervises the day-to-day activities of employees.
- Oversees and coordinates the administration of the facility, to include scheduling of facility operations and contract management.
- Oversees the maintenance of the pools, to include chemistry, climate control, cleanliness, and related maintenance.

- Ensures that all appropriate water, environmental, health and safety standards are maintained; ensures pools are compliant with all local, state, and national requirements and current on all necessary certifications required for operation.
- Develops, implements, and oversees a variety of aquatics programs for students, faculty, staff, and/or members of the general public.
- Participates in and teaches aquatic and safety certification training sessions, as necessary.
- Participates in the development of annual operating budgets and provides fiscal direction to the unit.
- Develops and maintains records of operational facility usage; monitors and maintains inventories of pool equipment and supplies.
- Prepares statistical reports on a monthly basis, and prepares data and narrative for inclusion in annual reports.
- Represents the organization at various community and/or business meetings, committees, and task forces; promotes existing and new programs and/or policies.
- Approve employee work schedules and monitor payroll and job performance including efficient use of staff working hours.
- Performs miscellaneous job-related duties as assigned.

Physical Requirements:

- While performing the duties of this job, the employee is regularly required to speak and/or hear. The employee is frequently required to sit; stand; walk; swim; reach with hands and arms and stoop, kneel, or crouch. The employee is frequently required to use hands to feel objects and operate tools, computers, and controls.
- This is a safety sensitive position that is ultimately responsible for the life of others. Requires getting in and out of swimming pool for testing, training, and lifesaving in a quick and possibly repetitive manner. Requires standing or walking on a wet and often slippery pool deck for up to 8 hours a day.
- The employee must frequently lift and/or move up to 25 pounds and occasionally lift and/or move more than 150 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

Human Resources Approval: _____

Date: _____

Superintendent Approval: _____

Date: _____

Origination Date: 2/2015