

## **Aquatics Center Assistant Director Position Description**

### **Statement of Duties:**

The Aquatic Center Assistant Director is responsible for the overall functioning of Veterans Memorial Aquatic Center in the absence of the Director. This position may also serve in other capacities as needed.

### **Distinguishing Features of the Position:**

This position reports to the Aquatic Center Director for general instruction and review. Hours vary as it is a Part-time/Seasonal position. During Aquatic Center operations, 20-40 hours per week is expected. Steadily increasing and decreasing hours are expected leading to the opening of the Aquatic Center and closing of the Aquatic Center.

### **Examples of work (illustrative only):**

#### **Primary Responsibilities:**

- Able to perform all the functions of a Life Guard and Aquatic Center/Park Store Clerk when needed.
- Supervises that the pool and park store operations are meeting all policies and standards as directed.
- Calls in or sends home staff as needed to maintain operations.
- Performs daily maintenance and safety inspections.
- Performs daily pool chemistry tests.
- Investigates accident and incident reports in the absence of the Director.
- Assists customers and the general public with concerns pertaining to the pool and park store.
- Acts as a cashier, including daily cash counts, and prepares daily deposit slips as needed.
- All other duties as assigned by the Director.

#### **Additional Responsibilities as they may be assigned:**

- Perform as a swim instructor upon obtaining all necessary training and certifications.
- Assist the swim instructor during swim lessons.

#### **Required Knowledge, Skills, and Abilities:**

- The minimum required age is 18 years of age.
- Proficient swimmer.
- Certified Pool Operator (National Swimming Pool Foundation) or Aquatic Facility Operator (Nation Recreation and Park Association).
- Certified Lifeguard (American Red Cross).
- Certifications in First Aid, CPR, and AED (American Red Cross).
- Certified Food Service Manager (Wisconsin Department of Health Services).
- Certified Water Safety Instructor (American Red Cross).

- Ability to operate a motor vehicle and possession of a valid Wisconsin Motor Vehicle Operator's License.
- Knowledge of Wisconsin Administrative Code for the Operation of Public Swimming Pools.
- Knowledge of aquatic safety principles and practices and lifesaving techniques.
- Knowledge of supervisory principles and practices and sound judgment and leadership skills.
- Ability to develop and maintain effective, professional relationships with staff.
- Ability to develop and maintain effective, professional relationships with customers.
- Graduation from high school or GED equivalent.
- Ability to communicate both written and oral instructions to staff and supervisors.

**Work environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is noisy. Will work outside primarily in the sun, rain and heat as needed. Working in an environment where the number of people inside or surrounding the facility may make for a crowded work space. Working in an environment with glare from the sun and water. Occasionally working around chemicals and confined spaces.

When working in the park store there will be ovens, stoves, deep fryers and other kitchen appliances in the storage, preparation and serving of food.

**Physical Demands:**

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. Able to perform activities such as carrying, walking, running, sitting, stooping, swimming, physically controlling another person, reaching, lift 50 pounds and standing for long periods of time. Ability to listen to and communicate effectively with others in person and on the telephone. Vision abilities required by this job include the ability to adjust focus and view objects both close and far range. Ability to pull a person from deep water to the surface and swim while carrying them to the pool deck.

**Selection guidelines:**

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the Aquatic Center Director 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. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.