

Lead Aquatic Supervisor Job Description

Purpose: The primary responsibilities of the Lead Aquatic Supervisor include: assisting the Aquatic Coordinator with: scheduling and supervising lifeguards; coordinating/teaching swimming lesson programs; supervising weekend/holiday staff and facility operations. Maintaining and initiating emergency response plans, trainings, and systems for staff and facilities. To accomplish these tasks, the Lead Aquatic Supervisor works closely with the Aquatic Coordinator and administration of the District.

Responsible to: TAC Coordinator and THS Principal

Payment rate: Salary and benefits to be established by the Board of Education

Qualifications:

1. Associates degree in recreation/leadership or related field or an equivalent combination of education and experience preferred.
2. Candidate must have or be able to acquire Lifeguard Training Instructor (including basic certificates in life guarding, first aid and CPR for the Professional Rescuer). Water Safety Instructor certification or related experience with swim lessons and water fitness programs.
3. One-two years of experience in lifeguarding, swim lesson program is preferred.
4. Excellent written, verbal, organization, and communication skills.
5. Experience in supervision of personnel.
6. Strong Customer Service Skills

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Perform duties of a lifeguard as required or scheduled.
- b. Train and supervise lifeguards and swimming lesson instructors.
- c. Complete reports/records assigned by the TAC coordinator/district administrator.
- d. Enforce department policies and procedures and to interpret written instructions and manuals.
- e. Assist with coordinating and promoting diversified aquatic programs, including Red Cross swim instruction.
- f. Facilitate daily preparation and clean up for activities and operations of facility and maintenance of equipment (example: pool parties, swim lessons, special events).
- g. Facilitate the daily monitoring by staff of pool revenue, attendance, accidents and/or incidents, air and water temperature, chlorine and acid content, and promptly submits reports documenting these factors.
- h. Promote safety for pool participants and recommend corrective action.
- i. Patrol the pool/building/facilities/ grounds for the enforcement of safety rules and regulations.
- j. Communicate effectively with all members of the school district and community to solve problems related to the TAC or participating programs occurring at the TAC.
- k. React to change productively and handle other tasks as assigned.
- l. Support the philosophy and mission of USD 202.

2. Physical Requirements/Environmental Conditions:

- a. Swim well enough to maintain required Certificates
- b. Requires a minimum level of cardiovascular fitness to teach water fitness classes
- c. Sit and/or stand for prolonged periods.
- d. Manually move, carry, pull, or push heavy objects or materials.

- e. Manually lift a maximum of 60 pounds.
- f. Stoop, kneel, crawl, bend, turn, and reach, climb and balance.
- g. A 500-yard minimum swim is required every other week and the ability to perform first aid and CPR to staff and patrons is required.
- h. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.
- i. Work indoors and outdoors year-round.
- j. Work in noisy, crowded, stressful environments.
- k. Work in and around dust, fumes, and odors.
- l. Manage physical and emotional stress.
- m. Requires regular attendance and/or physical presence at the job.

General Responsibilities:

- 1. Ability to work week days and weekends during the academic school year. This includes Saturdays and Sundays, 5:00 a.m. beginning shift and work hours during the weekdays. There is flexibility built into the schedule of 40 hours a week.
- 2. Report to work in required attire and ready to begin shift.
- 3. Check inclement weather conditions and recommend cancellation or delay of operation due to weather or road conditions.
- 4. Performs a variety of miscellaneous duties such as answering the phone, conducting classes, setting up or cleaning up for party reservations, etc. as assigned by supervisory personnel.
- 5. Supervise the work of subordinates in a manner conducive to full performance and high morale.
- 6. Manage the operation, maintenance, and staffing requirements of aquatics facilities and amenities.
- 7. Work effectively and tactfully with the public and to be capable of enforcing regulations firmly and impartially.
- 8. Coordinate, and conduct training programs and emergency situation simulation drills.
- 9. Maintain an orderly shop, safeguarding all equipment and supplies.
- 10. Watch for unsafe conditions or practices and recommend corrective action.
- 11. Notify direct supervisor and TAC Coordinator of any accident or incident that involves a water rescue, health incident, accident, property damage, or any matter that could result in parent or media interest.
- 12. Keep abreast of new information, innovative ideas, and techniques.
- 13. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan.
- 14. Keep records and student, family, employee information confidential.
- 15. Report any concerns of abuse, neglect, or a child in need of care to your direct supervisor, TAC Coordinator or Division of Children and Families.
- 16. Other duties as assigned by the TAC Coordinator, or direct supervisor, which are consistent with the general requirements and essential functions of the position.

Terms of Employment: Part-time, non-exempt

Evaluation: Performance effectiveness will be evaluated in accordance with provisions of Kansas Statutes and Board of Education Policy.

Approved:
DRAFT