

Aquatic Supervisor Job Description

Purpose: The primary responsibilities of the Aquatic Supervisor include: assisting the Aquatic Coordinator and Lead Aquatic Supervisor with: supervising staff and facility operations. Being responsible for the safety and wellbeing of the Turner Aquatic Center (TAC). Maintaining and initiating emergency response plans, trainings, and systems for staff and facilities. To accomplish these tasks, the Aquatic Supervisor works closely with the Lead Aquatic Supervisor and Aquatic Coordinator.

Responsible to: Aquatic Coordinator, Lead Aquatics Supervisors, or District Administrators

Payment rate: Part-time, non-exempt

Qualifications:

1. Candidate must have or be able to acquire Lifeguard and Swim Instructor certifications and ability to obtain and maintain a certification in CPR and First Aid Certifications.
2. One-two years of experience in lifeguarding preferred.
3. 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
7. Basic computer knowledge.

Essential Functions:

1. Knowledge, Skill and Abilities

- a. Perform duties of a lifeguard as required or scheduled.
- b. Complete reports/records assigned by the Aquatic Coordinator/Lead Aquatic Supervisor.
- c. Assist with preparation and clean up for daily activities and operations of facility and maintenance of equipment (example: pool parties, swim lessons, special events).
- d. Assist with 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.
- e. Promote safety for pool participants and recommend corrective action.
- f. Patrol the pool/building/facilities/ grounds for the enforcement of safety rules and regulations.
- g. Display the knowledge and has the ability to enforce department policies and procedures and to interpret written instructions and manuals.
- h. Interact with the public in a professional manner and have verbal and written communication skills.
- i. 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.
- j. React to change productively and handle other tasks as assigned.
- k. 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.

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- 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 during TAC pool hours and includes weekdays and weeknights as well as weekends between 5 AM and 9 PM.
2. Report to work in required attire and ready to begin shift.
3. Perform 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.
4. Check inclement weather conditions and recommend cancellation or delay of operation due to weather or road conditions.
5. Plan, direct, and supervise the work of subordinates in a manner conducive to full performance and high morale.
6. Supervise 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. Supervise 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 Aquatic 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, Aquatic Coordinator or Division of Children and Families.
16. Other duties as assigned by the Aquatic 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