

SCHOOL DISTRICT OF LODI
Job Description

(A) 1/31/20

Title: Director of Indoor Community Pool & CREW

- Qualifications:
1. Management experience preferred.
 2. Ability to work flexible hours, including evenings, weekends, and possible holidays.
 3. Certified Red Cross/WSI swim instructor certification.
 4. CPO and/or AFO certification preferred.
 5. Current WI teaching certificate preferred.
 6. Direct and/or plan activities of others.
 7. Ability to organize and establish priorities.
 8. Ability to make reasonable independent judgments and decision.
 9. Ability to function as a team member.
 10. Ability to handle confidential matters properly.
 11. Ability to work independently with minimal supervision.
 12. Ability to interact effectively with others.
 13. Demonstrate effective organizational skills.
 14. Exhibit strong public relation skills.
 15. Ability to perform repetitive or short cycle work.
 16. Communicate effectively with staff, students, parents, and other district residents.
 17. Ability to problem solve.
 18. Work under specific instructions.
 19. Perform a variety of duties.
 20. Ability to set limits, tolerances, and standards.
 21. Perform effectively under stress.
 22. General office skills, including typing, filing, record keeping, and data entry.

Reports to: Business Manager

Supervises: Lodi Pool and CREW staff

Job Goal: To provide leadership in developing the best possible learning environment for the students of the School District of Lodi by supervising the operations of the Indoor Community Pool and CREW, and be responsible for planning, implementing, coordinating and evaluating community education and recreation programs.

PERFORMANCE RESPONSIBILITIES:

1. Hire, supervises and evaluates pool staffing and other personnel.

2. Develop and implement year-round pool & community education/recreation programs and budgets.
3. Coordinate facility usage with the Lodi School District Facilities Coordinator.
4. Will work collaboratively with the Summer School principal and staff.
5. Ensure the pool facility is safe and operational.
6. Monitor and maintain appropriate PH, chlorine and temperature levels or oversee the staff who maintain these functions.
7. Ensure that chemicals are monitored, maintained and handled carefully.
8. Monitor custodial care of pool, pool deck, and pool locker rooms.
9. Prepare work orders for repairs and installations as needed.
10. Coordinate with the summer school coordinator on the registration, scheduling, and delivery of summer school swim lessons.
11. Supervise and direct staff while the pool is in daily operation. This includes: enforcing pool rules, wearing appropriate attire, and making sure the pool is a safe place to swim.
12. Schedule and if needed, teach classes for water aerobics, water fitness, swim lessons, lifeguard training, water safety instructor, open-lap swimming, parties, rentals, etc.
13. Supervises the collection, accounting and deposit of all pool receipts. Maintains appropriate receipts. Work with the Facilities Coordinator to ensure that bills are sent to entities renting the facility.
14. Work with Human Resources to post and fill personnel vacancies.
15. Complete work schedules for the staff members each week.
16. Bi-monthly provide hourly payroll information on pool employees to the Payroll office.
17. Supervise or coordinate the supervision of all USA and high school swim meets.
18. Develop, market, and implement safe pool activities and programs.
19. Establishes and publicizes the schedule of pool and other community activities.
20. Provide articulation between Lodi / MATC program offerings and facility use
21. Attend to other duties as assigned.
22. Work with Physical Education teachers at the Primary, Elementary, Middle, and High School levels to meet the educational needs of the district by scheduling classes, teaching swim lessons, securing lifeguards, etc. Make sure facility is available for the Physical Education classes.
23. Meet with the swim coaches (high school boys and girls and USA) to determine practice times and meet schedules.
24. Schedule time for Special Olympics swim team to practice as or if needed.

ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.

9. Ability to lift and carry a minimum of 20 lbs.
10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by the Business Manager or Superintendent that are necessary or required to carry out monetary/performance responsibilities of the Director of Indoor Community Pool & CREW.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.