

School District of Lodi
Job Description

(A) 3/9/20

Title: Pool/CREW Assistant – Level IV

- Qualifications:
1. High school diploma; Associate degree recommended or comparable administrative office experience
 2. Previous administrative office support or comparable experience.
 3. Proficiency in one or more of the following: MS Word, Excel, or Google Docs/forms, operation of general office equipment.
 4. Assist in the performance of daily office routines and practices associated with a fast-paced and student-centered school office.
 5. Experience in administrative assistant duties, pool management, lifeguarding and swimming lessons is desired.
 6. Must possess current First Aid, CPR for the Professional Rescuer, and Lifeguard Certifications.
 7. Highly motivated, and has the ability to work with individuals of all ages, cultures, and abilities.
 8. Assist on responding to general inquiries and requests for information from students, staff, parents, visitors and members of the community.
 9. Ability to operate standard office equipment.
 10. Assist on determining office needs, office supplies, equipment and equipment repair needs.
 11. Proficient in record keeping including, but not limited to, attendance, fees, and schedules.
 12. Participate in appropriate training sessions. (ie: blood borne pathogens, medication administration, CPR, first aid, etc.)
 13. Distribute medications as required, or directed by district nursing personnel to staff and students.
 14. Demonstrate ability to problem solve and work independently with multiple interruptions.
 15. Assist in prioritizing office tasks to ensure completion of all job responsibilities within designated deadlines.
 16. Ability to remain calm and composed in difficult situations.
 17. Demonstrate ability to maintain confidentiality.
 18. Assist in the cash handling process in the office.
 19. Ability to maintain positive, cooperative working relationships with administrators, faculty, staff, students, parents and all members of school community.
 20. Demonstrate excellent time management and organizational skills.
 21. Demonstrate excellent oral and written communication skills.
 21. Flexibility is essential. The Pool/CREW Assistant will be required to work a sporadic schedule such as, days, nights, and weekends as assigned by the Pool/CREW Director and may be assigned to duties on a short notice.

Reports to: Pool/CREW Director
Job Goal: Under the guidance of the Pool/CREW Director the Pool/CREW assistant will do what is best for the students of the School District of Lodi in all of the areas related to the Community, Resources, Education and Wellness as well as Pool programming.

PERFORMANCE RESPONSIBILITIES

1. Shared responsibility with the Pool/CREW Director in the safe operation of all aquatic programs, including but not limited to compliance with state health codes and certifications.
2. Assist in recruitment and supervision of Pool Staff.
3. Assist with the weekly Lifeguard/Instructor/Pool schedules.
4. Assist with staff timesheets.
5. Assist in the planning, development, marketing, execution and evaluation of all aquatic & CREW programs and services.
6. Will form positive relationships with key stakeholders.
7. Available for life guarding and assisting District Staff in pool use.
8. Monitor staff certifications.
9. Manage online registration and web page.
10. Entering and managing program registration forms including creating posters.
11. Create, print and distribute program fliers to schools and community areas.
12. Collect program fees and complete bi-weekly deposits, including keeping accurate records of deposits, expenses and submit monthly expense/deposit reports to Director.
13. Under the Pool/CREW Director, oversee purchasing for the pool and CREW programs.
14. Answer phone calls, e mails and face-to-face questions in a timely manner.
15. Assist with programs when needed, (ie: Little Explorers Instructor, No School day supervisor, Mini Track coach, Room supervisor for lego's, Minecraft etc.).
16. Temporarily fill in as manager/lifeguard when needed.
17. Proof W2W scheduling on a weekly basis with the assistance of the Aquatics Manager
18. Enter all red cross swim lessons, certifications and facility info
19. Update Aquatics documentation when necessary
20. Assist with new employee documentations
21. Other duties as assigned by the Pool/CREW Director.

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 Director of Indoor Pool & CREW or District Administrator that are necessary or required to carry out monetary/performance responsibilities of the Administrative Assistant to the Pool and CREW Director.

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