

School District of Lodi
Job Description

(A) 3/9/20

Title: **Aquatic Manager**

- Qualifications:
1. Bachelor's degree is preferred.
 2. Experience as a pool manager, or other relative pool experience is preferred.
 3. Experience in administration, staff supervision, pool management, lifeguarding and swimming lessons is desired.
 4. Must possess current First Aid, CPR for the Professional Rescuer, and Lifeguard Certifications and ability to obtain either Lifeguard Trainer or WSI Trainer certification.
 5. Excellent communication skills.
 6. Highly motivated, and has the ability to work with individuals of all ages, cultures, and abilities.
 7. Flexibility is essential. The Aquatics Manager will be required to work a sporadic schedule as, days, nights, and weekends as assigned by the Pool/CREW Director and may be assigned to duties on short notice.

Reports to: Pool/CREW Director

Job Goal: Under the guidance of the Pool/CREW Director the Aquatic Manager will do what it best for the students of the School District of Lodi in the management of all areas related to the Aquatics Department. Including, but not limited to planning, developing, administering, expanding and evaluation of all staff, programs and services offered by the Lodi Indoor Community Pool.

PERFORMANCE RESPONSIBILITIES:

1. Shared responsibility with the Pool/CREW Director in the safe operation of all aquatics programs, including compliance with state health codes.
2. Assist with recruitment, training, supervision, and evaluation of Pool Staff.
3. Develop and maintain the weekly Lifeguard/Instructor/Pool schedules.
4. Assist with staff timesheets.
5. Assist in the planning, development, marketing, execution and evaluation of all aquatic programs and services.
6. Responsible for assisting with monthly Lifeguard/Instructor in-service trainings.
7. Is the lead in regards to swim lesson, including and not limited to overseeing that proper instructional structure is followed by staff. Forming relationships and continuity with parents.
8. Is available for life guarding and assisting District Staff in regards to pool use (i.e.: Special education, Physical education, and extra-curricular)
9. Monitors staff certifications and shall keep staff current in all certifications.

10. Assist with swim team meets and making sure facility is properly set up and ready for both High School and Youth teams.
11. Other duties as assigned by the Pool/CREW Director.
12. Highly attuned to customer satisfaction.

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 Pool/CREW Director, or District Administrator that are necessary or required to carry out monetary/performance responsibilities of the Aquatics Manager.

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