

JOB DESCRIPTION

JOB TITLE: Assistant Aquatic Director
REPORTS TO: CCSD#1 Aquatic Director
DEPARTMENT: Rawlins High School Swimming Pool

I. NATURE AND SCOPE OF JOB:

To provide assistance and coordination services for the Director of RHS Pool while maintaining a safe environment.
To assist in managing and supervising use of District swimming pool.

II. EXPECTATIONS:

1. Maintains confidentiality in all matters of the District.
2. Maintains a positive attitude that supports the District Mission.
3. Maintains a positive and supportive relationship with all people in the work place.
4. Is responsible for acceptable personal attendance and punctuality.
5. Accepts responsibility for the identified job description and continually strives to perform work of the highest quality.
6. Is responsible for adhering to District policies.

III. JOB FUNCTIONS:

A. Essential Functions

1. Provides support including correspondence, reports, notices and recommendations.
2. Provides services as a pool assistant, placing and receiving calls, and recording messages.
3. Coordinates and arranges requests by director.
4. Takes meeting minutes/in-service attendance as requested.
5. Assist in planning, supervising and supporting activities within the pool environment.
6. Report maintenance concerns to appropriate personnel
7. Assist in public relations/communications regarding pool activities and availability.
8. Orient students and community regarding pool rules regulations, and procedures and positively enforce those rules, regulations and procedures.
9. Assist in scheduling of swim lessons and determination of placement for swim lessons.

10. Assist in providing swimming instruction to students during school year.
11. Monitor safety factors in pool environment and maintain a high level of safety
12. Maintain confidentiality of all information concerning students, staff, or parent in any public setting
13. Maintain inventory of pool facility.
14. Provide input on facility budget and assist in ordering supplies and equipment as necessary.
15. Assume responsibility for pool security and have the pool area physically ready for scheduled activities.

IV. JOB QUALIFICATIONS:

A. Knowledge, Skills and Mental Ability:

1. Ability to plan, organize and direct activities.
2. Mentally alert and aware with sound judgment
3. Ability to maintain information accurately
4. Ability to work effectively with the public
5. Ability to respond to needs of all employees in a polite and professional manner.
6. Willingness to swim with children, provide direct instruction.
7. Knowledge of swimming skills at all levels.
8. Ability to contribute to a positive work relationship
9. Present a professional image at all times
10. Ability to comprehend and implement rules, regulations and statutes

B. Education, License, Certification or Formal Training:

1. Possess, at minimum, a high school diploma
2. Training and/or knowledge necessary for management and maintenance of a pool facility
3. Successfully pass District Bloodborne Pathogens training
4. Hold a valid driver's license and be able to meet District Insurance qualifications
5. Specific certification requirements which must be verified at the time of Application:
 - a. Background or experience in management or administration of recreation facilities – Preferred
 - b. American Red Cross WSI – Preferred
 - c. American Red Cross First Aid - Required
 - d. CPR Certification – Required
 - e. American Red Cross Lifeguard Certification – Required

C. Equipment Used:

Lifeguard Equipment
Telephone
Computer, Copy Machine
Calculator

D. Physical Demands:

1. Ability to tolerate physical demands specifically related to and necessary for moving in and out of pool.
2. Ability to lift 50lbs.
3. Able to stand on pool deck for prolonged periods of time

C. Environmental Demands:

1. Tolerate fluorescent lighting
2. Tolerate heat and humidity.
3. Ability to tolerate environmental and social demands specifically related to instructing children's swim lessons.
4. Tolerate high levels of noise.
5. Fluctuations of pool chemistry and temperature.

Carbon County School District One does not discriminate on the basis of race, color, national origin, sex, age, disability, political affiliation, religion, or belief in relations to admission, treatment of students, access to programs and activities, or terms and conditions of employment.