



ADMINISTRATIVE CAREER OPPORTUNITY: AQUATICS MANAGER

The Peninsula School District is seeking an Aquatics Manager who will develop aquatic programs at both the Peninsula and Gig Harbor High School pools to ensure community use and promote good public relations between the school district and members of the community.

POSITION TITLE: Aquatics Manager

WORK YEAR: July 1st – June 30th , 8 Hours/Day

HOURLY RATE: \$25.07 - \$27.39 (based on 2020-2021 salary schedule)

FLSA: Exempt

REPORTS TO: PSD Program Administrator

DAYS: 260 Days inclusive of 40 Holiday/Leave Days

ASSOCIATION: Non-Represented

BENEFITS: Retirement, Medical, Dental, Vision, Life, LTD



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APPLICATION PROCEDURE:

We are seeking the best applicant for this position and will give time and care to review your materials. So that we may give full consideration to your application, we require that you upload all the following materials and complete your online application as soon as possible. If you have any questions regarding your online application or uploading materials, please contact the Human Resources Department at (253) 530-1049. A complete application will consist of the following:

- Completed online application: <https://psd401.net/human-resources/>
- Letter of Interest: Your letter should include examples of your work experience, accomplishments, philosophy, and achievements that demonstrates your ability to perform the essential duties and responsibilities of the position
- Resume, Academic Transcripts and/or other credential(s)
- Three (3) Letters of Recommendation
- Two (2) Confidential References (found within application)
- Applicant Disclosure Statement (found within application)

KNOWLEDGE, SKILLS, & ABILITIES:

The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Skill in operating standard office equipment including utilizing Point of Sale software applications; planning and managing multiple projects; developing and administering budgets; and developing effective working relationships.
- Knowledge of human resources processing and procedures; excellent oral and written communication; organizational and time management; conflict resolution skills; pertinent codes, policies, regulations and/or laws; current and developing technology.
- Ability to communicate with diverse groups; meet deadlines and schedules; set priorities; work as part of a team.
- Ability to make quick and accurate decisions; work with multiple projects; deal with frequent interruptions and changing priorities; maintain confidentiality; and facilitate communication between persons with frequent divergent positions.
- Flexible to changing conditions.
- Must also have the ability to attend evening and weekend meetings, retreats, trainings, and conferences, as well as be "on call" 24 hours a day, 7 days a week if an emergency arises.

PREFERRED QUALIFICATIONS – EDUCATION & EXPERIENCE:

- Two years of college or equivalent course work experience
- Pool management experience
- Accounting and banking experience

CERTIFICATES, LICENSES, REGISTRATIONS:

- Valid Washington State Driver's License
- Aquatics Facility Operator Certificate (AFO)
- Water Safety Instructor (WSI)
- Red Cross Lifeguard certification
- First Aid and CPR/AED for the Professional Rescuer

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Maintains presence at assigned worksites and regularly works hours as specified under contract as well as specific to pool programs and is "on-call" by telephone 24/7.
- Professionally interacts with students, staff, government agencies and members of the public.
- Complies with all district policies and Code of Professional Conduct.
- Collaborates with others for the purpose of implementing and maintaining services and/or programs.
- Responsible for supervising the programming at both pools, i.e.: recreational swim, lap swim, club swim, in-district use, swim lessons, swim camp, rentals etc.
- Coordinates schedules for both pools. Prepares and circulates Community Use Program flyers 4 times a year. Prepares and circulates other flyers as necessary, i.e. swim camp.
- Works directly with maintenance and custodial on the overall operation of the pool i.e., schedules down time for pool maintenance, submits work orders for custodial and maintenance, reports pool maintenance issues to maintenance according to protocol.
- Responsible for collection and accounting of all fees taken in at both pools. Prepares deposits and takes deposits to bank.
- Responsible for maintenance of records including time sheets, payroll, transmittals to accounts receivable, accident reports, incident reports, health department inspections, staff certifications, and any other records deemed necessary for both pools.
- Interviews and recommends the hiring of pool supervisors, lifeguards, and swim instructors to the Director of Human Resources.
- Manages the head supervisor, pool supervisors, lifeguards, and swim instructors.
- Responsible for making sure staff are properly trained and can perform all aspects of their jobs in accordance with district policies, state codes, Red Cross and can provide excellent customer service to the students, staff, and members of the public.
- Schedules and prepares for monthly staff in-service training meetings in accordance with state codes and Red Cross guidelines. Maintains records of in-services in accordance with state codes.
- Inspects pool equipment and first aid supplies to ensure they are stocked and in good working order and in compliance with state codes. Orders supplies and equipment as well as reports equipment needing attention to maintenance for replacement or repairs.
- Inspects locker rooms, offices, restrooms etc., to ensure that sanitary conditions exist at all times. Notifies custodial and/or maintenance when there is a problem.
- Checks to make sure chlorine readings are being taken regularly by maintenance and pool staff to ensure that chlorine levels are normal. Notifies maintenance of potential problems according to protocol and follows through to make sure they are resolved promptly and with as little interruption to programs as possible.
- Notifies staff, students, customers and public when the pool is closed due to weather, maintenance, or other unforeseen emergencies.
- When necessary assists risk management with yearly insurance inspections, accident/injury claims and other legal issues concerning the pools.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

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