

WAUNAKEE COMMUNITY SCHOOL DISTRICT

**AQUATIC DIRECTOR
(Job Description)**

QUALIFICATIONS:

1. Certified Red Cross/WSI swim instructor certification.
2. CPO and/or AFO certification required.
3. Current WI teaching certificate preferred.
4. Management experience preferred.
5. Ability to work flexible hours, including evenings, weekends, and possible holidays. This is a 12-month position.
6. High School Diploma or Equivalent required

REPORTS TO: Activities Director

GENERAL FUNCTIONS:

The aquatics director, under the supervision of the activities director, is to provide for the safe operation of the district's aquatic programs and pool facility.

SPECIFIC DUTIES AND RESPONSIBILITIES:

- A. The aquatics director will:
1. Develop and implement a pool budget.
 2. Ensure that facility is safe and operational.
 3. Monitor and maintain appropriate PH, chlorine and temperature levels.
 4. Ensure that following chemicals are monitored, maintained and handled carefully: chlorine, hydrochloric acid, dry chlorine, sodium thiosulfate, and tablets for pool testing: (PH (Phenol red), DPD Rapid #1 for chlorine, alkalinity, calcium hardness).
 5. Monitor custodial care of pool, pool deck, and pool locker rooms.
 6. Prepare work orders for repairs and installations as necessary.
 7. Coordinate with the summer school coordinator on the registration, scheduling, and delivery of summer school swim lessons.
 8. Supervise and direct staff while the pool is in daily operation. This includes: enforcing pool rules, wearing staff uniforms and District I.D.'s, and making sure the pool is a safe place to swim.

9. Schedule and if needed, teach classes for water aerobics, water fitness, swim lessons, lifeguard training, water safety instructor, open-lap swimming, parties, rentals, etc.
10. Maintain appropriate records of receipts & deposits. Ensure that bills are sent to entities renting the facility.
11. Work with the activities director to post and fill personnel vacancies.
12. Complete work schedules for the staff members each week.
13. Bi-monthly provide hourly payroll information on Aquatic Center employees to the Payroll office.
14. Supervise all USA and high school swim meets.
15. Develop, market, and implement safe Pool activities and programs.

OTHER JOB FUNCTIONS

1. Work with Physical Education teachers at the elementary, intermediate, 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 PE classes.
2. Meet with the swim coaches (high school boys and girls and USA) to determine practice times and meet schedules.
3. Schedule time for Special Olympics swim team to practice as needed.