

WAUNAKEE COMMUNITY SCHOOL DISTRICT

Community Education Aquatic Supervisor

Job Description

QUALIFICATIONS:

- 1) Current American Red Cross Lifeguard/First Aid certification.
- 2) Current CPR/AED for the Professional Rescuer certification.
- 3) Current Water Safety Instructor Certification.
- 4) Knowledge of appropriate business office practices.
- 5) Ability to maintain required certifications (Lifeguard/First Aid & CPR/AED and WSI).
- 6) Must be 21 years of age or older.
- 7) Ability to work independently, without direct supervision.
- 8) Thorough knowledge of the principles and methods of water rescue work, first aid methods, cardiopulmonary resuscitation (CPR) techniques and practices and the American Red Cross Water Safety program.
- 9) Ability to react quickly and calmly in emergencies.
- 10) Ability to assume responsibility, display initiative, and exercise good judgment.
- 11) Ability to establish and maintain effective relationships with patrons and to enforce related rules and regulation with firmness and tact.
- 12) Ability to communicate effectively as well as follow written and oral directions.
- 13) Ability to accomplish water rescues and operate life-saving equipment.
- 14) Ability to demonstrate skill in swimming.
- 15) Ability to maintain adequate attendance.
- 16) Ability to manage pool mechanical operation, maintain chemical feeders and place chemical orders in the absence of the Aquatic Director.

REPORTS TO: Aquatic Director

GENERAL RESPONSIBILITIES:

Supervise instructor and lifeguard staff during programs and special events. Assist with daily Aquatic Director duties and/or oversee programs and facilities in their absence. Provide business office functions for the Community Education program.

ESSENTIAL FUNCTIONS:

- 1) Supervise Lifeguards and Water Safety Instructors in their work environment evening, weekends and/or special events. Oversee the facilities day to day operations in the Aquatic Directors absence.
- 2) Assist Aquatic Director with registration software – session set-up and ongoing maintenance.
- 3) Assist Aquatic Director with staff scheduling, substitute coordination, staff coaching, training, evaluation, conducting in-service training, and recommendations regarding corrective action.
- 4) Assist Aquatic Director with payroll, deposits, chemical orders, and daily/weekly maintenance as needed. Enter receipts, purchase orders, and credit card transactions into the district financial system.
- 5) Assist the general public with facility and program questions as well as LTS placement.
- 6) Assist the general public with our on-line registration program; in person, via email or over the phone.
- 7) Respond to email and telephone messages regarding facility programs and special events in a timely manner.
- 8) Collect and process payments for swimming lessons, masters swimming, and other special classes or programs. Enter receipts into the district financial system.
- 9) Professionally respond to patron complaints/concerns and follow up with the Aquatic Director.
- 10) Take a leadership role in the event of an emergency.
- 11) Address problems or concerns with user groups, as needed.
- 12) Assist LG and WSI staff in monitoring water chemistry and maintaining cleanliness standards on the pool deck, the locker rooms, and the pool lobby and in the pool office.