



5301 Monona Drive, Monona, WI 53716 P: 608-221-7660 F: 608-221-7688

Position Description

Position Title:	Aquatics Supervisor
Department / Location:	Aquatics / High School Pool
Reports to:	Activities and Athletic Director
Employees Supervised:	Aquatics staff
Classification:	12-month
Status:	Exempt
Created / Revised:	July 30, 2026
Board Approved:	NA

Position Summary

The Aquatics Supervisor is responsible for the comprehensive management and oversight of the high school's aquatic facility and all related programs. This includes ensuring the safety of all patrons, staff, and students, while also developing and implementing a diverse range of aquatic activities, including high school swim and dive teams, physical education classes, community programs, and facility rentals. The Aquatics Supervisor will manage facility operations, staff, budget, and scheduling, and will be a key liaison between the school, students, parents, and the community.

Essential Functions and Responsibilities

1. Plan, implement, and evaluate a variety of aquatic programs and activities of interest for school and community use, including swim lessons, Masters, Lap/Open Swim, team rentals, high school swim teams, PE classes and more.
2. Schedule all use of the swimming pool; school, community, and private.
3. Market the aquatic community programs in cooperation with the City of Monona and Village of Cottage Grove recreation departments.
4. Communicate aquatic information to the community, including schedules, fees, programs, etc.
5. Organizes an accounting and reporting system in respect to fees, attendance, enrollment, etc.
6. Schedule instructional use of the swimming pool for physical education classes including lifeguards and swim instructors. May participate in co-teaching of swimming instruction with the physical education teachers.

7. Hire, train, schedule, supervise, and evaluate all aquatics staff. As well as conduct and supervise monthly in-service trainings.
8. Make annual budget recommendations.
9. Work with the maintenance department to ensure safe and healthy conditions in the swimming pool area.
10. Maintain compliance with state regulations and staff certification standards through the rigorous recording and filing of daily chemical testing logs, routine facility inspection records, emergency response plans, and employee training credentials..
11. Keep all staff certifications and state/public health paperwork current.
12. Assists with setup and onsite supervision for both community and School District sponsored swim meets.
13. Teach American Red Cross CPR classes to staff, coaches and occasional students (8-10 classes/year).
14. Teach Lifeguard classes to High School Physical Education students and the community.
15. Plan, coordinate, and maintain appropriate staffing levels for all aquatics operations. Make operational determinations regarding facility closures or modified hours in the event of staffing shortages, delegating oversight to designated lead staff as appropriate, and serving as a temporary lifeguard only under rare, emergency circumstances.
16. Remain accessible by telephone to respond promptly to emergencies and address operational concerns related to the swimming pool.
17. Order pool supplies.
18. Perform other duties as assigned that are appropriate to the position.

Knowledge, Skills and Abilities

1. Must use good safety awareness and judgment.
2. Ability to respond quickly and accurately.
3. Knowledge and experience coordinating swimming pool activities including lessons, aquatics programs, lifeguard training and instruction.

Working Conditions

1. Exposure to high humidity and 80 degrees or higher.
2. The Aquatic Supervisor is required to get into chemically treated water.
3. May have to work under stressful situations when emergency care is required.
4. Work will be in a climate of 80 degrees or higher and high humidity

Physical Requirements

1. Must be able to lift at least 25 pounds.
2. The Aquatics Supervisor may handle chemicals.

Education and Experience

1. A degree in Recreation, Physical Education, or a related field.

Licenses and Certifications

1. Must possess or be able to obtain ARC WSI, WSI-T, Lifeguard, Lifeguard Instructor, First Aid, CPR, AED and CPO/AFO certification within 3 months of employment.
2. Wisconsin DPI teaching certification (preferred)

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.