

Selah Aquatic Center Assistant Aquatic Director

Job Title: Assistant Aquatic Director

Reports to: Aquatic Director

Job Purpose: Effective management and supervision of pool and pool staff

Job Summary:

The SAC Assistant Aquatic director will assist the Aquatic Director in developing, implementing, coordinating, and evaluating all programs relevant to Selah Aquatic Center. The Assistant Aquatic Director will enforce the facility's policies, rules, and regulations. They will need to assist in recruiting, hiring, training, managing, and evaluating the aquatic staff. This individual is expected to assist in overseeing, instructing, and assessing the personnel who work at a swimming facility; to include scheduling and timecard management for the mentioned staff. The Assistant Director is responsible for participating in and providing supervision for lifeguards monitoring activities at the Selah Aquatic Center. The Assistant Director will be responsible for scheduling of personnel; assigning lifeguards to duty stations; and giving instructions in pool operating procedures, rules, safety practices, maintenance, and related matters. The Assistant Aquatic Director must have prior supervisory experience and maintain current certifications in professional-level CPR, first aid, and automatic external defibrillator (AED). Additionally, there are many physical requirements for this role, such as the ability to lift up to 50 pounds and pull up to 100 pounds. The employment is seasonal.

Assistant Aquatic Director Duties and Responsibilities

Financial Responsibilities:

- Collect and deposit financial deposits according to the schedule SPRSA develops with the Yakima County Treasurer
- Collect the key data necessary to manage membership growth in aquatics programs and ensure quality data is available for future seasons (attendance, swim lessons purchases, pool pass purchases/use, etc.)
- Collect hiring paperwork for aquatic staff
- Handle registration and general daily functions of an aquatics facility
- Operates a motor vehicle requiring a standard Washington Driver's License to attend off-site meetings and deliver/transfer equipment, supplies, and facilities deposits (by assignment).

Staff Responsibilities:

- Assist in recruitment of new employees, hiring and termination procedures as required, working to build a mature, professional staff.
- Plan and conduct or facilitate staff meetings and in-service training
- Supervise, organize, motivate, schedule and evaluate the staff; including correction of improper practices
- Ensure the enforcement of the water safety rules and regulations by staff and patrons in the facility
- Notify Aquatic Director and/or SPRSA Board of disturbances, emergencies and staff performance problem

Organizational Responsibilities:

- Coordinate and oversee programs
- Prepare and maintain routine reports on staff and operations
- Work with registration and scheduling software for scheduling programs and rentals in the facility
- Plans, organizes, and leads special events at the pool utilizing staff and volunteers

Maintain Swimming Facility Responsibilities:

- Ensure that safety standards, sanitary requirements and regulations are enforced, which may include adding chemicals to a pool according to safety guidelines after appropriate training
- Supervise the care and maintenance of swim lesson and lifesaving equipment
- Coordinating the maintenance and repair of pool facilities
- Inventory equipment and supplies
- Supervise routine maintenance, including checking the pool, decking, locker rooms, and pool equipment for possible safety hazards or needed repairs

Assistant Aquatic Director Skills, Knowledge, Abilities

As strong and confident leaders, successful pool managers will think proactively to resolve any issues that may arise. They thrive in aquatic facility environments. Additionally, preferred candidates will possess the following:

SKILLS:

- Results-oriented professional with a positive outlook and a commitment to quality
- Organizational and planning skills with the ability to critically assess their own performance
- Mature, credible and comfortable dealing with SPRSA Board and general public
- Reliable, tolerant and determined with a desire to build a high-performing team
- Scheduling flexibility to be able to work during peak hours which may include mornings, evenings and occasional weekends
- Ability to make decisions that are fair and consistent, but not necessarily popular
- Demonstrate a calm, professional demeanor to act as head of the pool staff.
- Able act maturely and be the mature guiding force behind the staff, establishing guidelines and re-directing behaviors as necessary including the maturity to squelch inappropriate, non-professional behavior.
- Ability to make decisions that are fair and consistent, but not necessarily popular

KNOWLEDGE:

- A preferred candidate will have a current LG certification (WSI/LGT/LGI certification preferred) and supervisory experience
- Demonstrate an aptitude for basic computer skills, particularly Microsoft Excel and Word, as well as use of the Internet and email, become adept at scheduling software
- Able to understand and perform basic mathematical calculations related to program participation, i.e. percentage increases, overheads, cost savings, etc.
- Knowledge of the principles and methods used in lifeguarding and teaching swimming

ABILITIES:

Ability to:

- Effectively supervise activities at a public pool including the non-water areas
- Resolving conflicts of the pool personnel and public within the facility
- Check pool water and facility for safety hazards to maintain a clean and safe work area,
- Enforce water safety standards and departmental regulations
- Instruct staff in department policies and the enforcement of rules
- Planning, organizing, and running programs which may include, but is not limited to, lap swim, masters swim, water exercise, swim team practices, recreation swim, swim lessons, private parties and special facility events
- Provide leadership and motivate, potentially train and evaluate staff
- Maintain positive yet professional relations & communicate effectively with the public and staff;
- Act as a liaison between the public, staff, and office personnel
- Suggest program improvements
- Work effectively and courteously with pool patrons, staff, and the general public
- Independently make decisions which comply with overall facility policies and procedures
- Read, understand and explain facility policies and procedures
- Maintain records and periodic reports
- Perform simple arithmetic calculations to make change
- Accept constructive criticism and direction from supervisors
- Motivate program participants
- Perform work, which involves lifting, pushing and pulling of heavy objects
- Hear and distinguish a variety of sounds in a noisy environment such as participants in need of assistance, whistles, or co-workers requesting assistance in a rescue effort
- Undertaking all other jobs that need his/her direction and attention
- Set up and tear down of accommodations for special events and facility rentals

Special Working Conditions:

Exposure to variable temperatures and weather conditions; strong and unpleasant odors and fumes such as chlorine; noise from children; allergens such as pollen and bee stings; pool chemical fluctuations which might cause irritation to eyes and skin; and the possibility of administering first aid which may involve exposure to infections which might cause chronic disease or death. A pool manager should be comfortable working in a wet and watery environment. He/she will have to wear a uniform provided by SPRSA.

Other Requirements:

Maintain professional attire at all times when on duty

- Athletic one-piece swim suit* (i.e., Speedo, Nike, TYR)
- Hats*, sunglasses*, sunscreen*, use of provided umbrellas as needed to reduce sun exposure
- Staff issued lifeguard shirt and black, red, or navy shorts or sweats

(*these are not provided by SPRSA and must be provided by employee)

Substance Abuse Testing. Due to the safety and/or security sensitive nature of this classification, individuals shall be subject to pre-employment or pre-placement alcohol, drug and/or controlled substance testing as outlined in the SAC policy and procedures.

Background Investigation:

Fingerprinting is required for persons 18 and older.