



Position Description

Position: Aquatics Center Supervisor	Position Number: 481501
Department/Site: Continuing Education/Physical Education	FLSA: Exempt
Evaluated by: Dean of Physical Education Dean of Continuing Education	Salary Range: 4

Summary

Under the general direction of the dean of physical education and the dean of continuing education, the position of aquatics center supervisor has direct responsibility for the operation of the aquatics center. This includes the pool activities of the physical education and continuing education departments and rentals of the facility.

Essential Duties and Responsibilities

- Coordinate the pool activities of the physical education department, the continuing education department, and facility rental so that the aquatic center can be utilized to its full potential. Coordinate all aquatics programs with pool maintenance.
- Order all safety equipment for aquatics area through physical education facilities supervisor. Provide safety training and certification to lifeguard and swim leaders.
- Schedule and monitor lifeguards and swim leaders. Establish and post emergency action plans. Ensure appropriate paperwork is filled for lifeguards and swim leaders.
- Submit time cards monthly for lifeguards. Evaluate job performance of lifeguards and swim leaders. Stay current as a trainer in CPR, First Aid, AED, WSIT, and Lifeguard Instructor certifications.
- Arrange for security of aquatics center area when not in use. Promote and market the aquatics center. Keep accurate records of aquatics center.
- Post and update aquatic center hours and regulations. Keep deans and physical education activities supervisor updated on status of aquatics center.
- Document all accidents occurring in the aquatics center. Coordinate with coaches on scheduling of aquatics center.
- Monitor safety of aquatics facility. Monitor daily pool conditions.
- Hire, train, assign and supervise aquatics staff. Work within schedule of credit classes when planning continuing education courses and facility rentals.
- Work closely with both deans in the daily operation of the aquatics facility.
- Serve as campus liaison to American Red Cross.
- Perform related duties as assigned.

Qualifications

Knowledge, Skills, and Abilities

- Knowledge of aquatics safety equipment.
- Knowledge of water safety.
- Knowledge of life guard requirements.
- Perform all of the relevant duties of the position with only general direction.
- Work effectively in a shared governance environment.
- Provide customer support from a management level.



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- Provide customer service protocol with a customer-service oriented priority.
- Use effectively a personal computer and a variety of job-related software applications.
- Conduct long-range planning.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate effective communication in a multi-cultural environment with faculty, staff and students.
- Establish and maintain cooperative and effective working relationships with members of the college community and with outside contacts.
- Coach and manage assigned staff.

Physical Abilities

- Incumbent is required to perform work of an active nature, requiring sufficient physical stamina to carry out duties.
- Requires use of well-developed hand eye coordination for precise motions and use of small instruments.
- Requires ambulatory ability to lift medium-to-heavy weight materials, balance, and walk and stand for extended periods of time.
- Requires visual acuity to observe moving objects and recognize physical injuries.
- Requires auditory ability to project voice to a small group. Some seated activities at computer require ability to sit and use keyboard for moderate periods of time.

Education and Experience

- Possession of a bachelor's degree in physical education with three years of related experience.

Licenses and Certificates

- Red Cross LGI (Life Guard Instructor) and WSIT (Water Safety Instruction), C.P.R., A.E.D., and Oxygen. May require a valid driver's license.

Working Conditions

- Work is performed indoors where minimal safety considerations exist.