

**Shelbyville/Shelby County Parks & Recreation
Position Description and Job Duties and Responsibilities**

Position Title: Aquatics Director

Position Reports To: Director of Parks & Recreation

Division: Parks & Recreation

STATEMENT OF AUTHORITY:

The Director of Parks and Recreation delegates authority of this position. The Parks & Recreation Director upon recommendation of a five member review board shall make the appointment to this position.

SUMMARY STATEMENT:

This position provides assistance to the Director of Parks & Recreation in the areas of Aquatics and special events.

MINIMUM QUALIFICATIONS:

- A college degree is preferred but not required. Supplemental specialized training in aquatics and/or two (2) years responsible experience in aquatics.
- Shall hold/or obtain their Lifeguard Certification, Lifeguard Instructor Certification and Water Safety Instruction Certificate (WSI). Shall hold or obtain the National Aquatic Facilities Operators Certification and/or Certified Pool Operator Certification.
- Should have a strong background in aquatics, public relations, and public speaking.
- Requires a person, which is self-motivated, willing to work in excess of forty (40) hours per week at times and in excellent health.
- Must have good knowledge of budgeting and good budgeting skills.
- Also requires confidentiality, accuracy, firmness, tact, courtesy, resourcefulness, diplomacy, dependability and neatness.

NATURE & SCOPE

Under the general supervision of the Director of Parks & Recreation, performs supervision, programming and maintenance functions for the Department of Parks & Recreation over a three-pool indoor/outdoor aquatic facility. Assist in the programming of the 40,000 sq. ft. Family Activity Center. Will be expected to work in other areas of recreation programming as needed. Some weekend, night and holiday hours will be required in the work schedule.

JOB DUTIES AND RESPONSIBILITIES INCLUDE (but not limited to):

- Organization and oversight of aquatic classes and programs for all ages, including senior citizens and citizens with disabilities. Including water aerobics, swim lessons, etc
- Overseeing and scheduling up to 30 employees and all aquatic and pool activities. Gives proper discipline if necessary (verbal warning, written warning, suspension,

- etc.) Keeps written documentation of all disciplinary action according to park policies and/or SOP's. This documentation and any personnel action taken is to remain confidential with Director and employee in question.
- Oversee daily maintenance of aquatic facility; understand chemical chemistry for pool water and have knowledge to adjust when needed.
 - Shall oversee that all proper procedures are followed for water quality testing and recording.
 - Ensure all aquatic areas are safe, clean and not cluttered and all aquatic personnel should assist FAC custodians on inspecting and cleaning locker rooms.
 - Shall meet with health department inspector before and/or after inspection on their findings and handle any issues they may bring to our attention.
 - Speak to special groups, civic clubs, schools, churches, etc as needed.
 - Keep up good public relations with public and private sector.
 - Prepare and submit yearly budget, weekly and monthly reports to the Director of Parks and the Parks Board when requested.
 - Assist Director of Parks & Recreation with special events throughout the year and give assistance to Director when and where needed.
 - Organize aquatic programs and special events for community youth, teens and adults.
 - Oversee operation of summer outdoor splash pool, maintenance, employee scheduling and programs.
 - Organize scheduling of private parties and pool outings for entire aquatic facility. Ensure all proper rental agreements and waivers are signed before the rental and the renter understands fully the rules, regulations and what we are and are not responsible for. And ensure there is point of contact for each renter and than that specific point of contact or designee meets with the appropriate aquatic personnel assigned to the party before entering the facility. Before they are allowed to enter the facility, the point of contact must show proof they have read and signed the rules, regulations and responsibilities.
 - Screens, interviews and recommends to the Director of Parks aquatic employees for hire
 - Schedules and supervises Aquatic employees, ensuring all policies and SOP's are followed. Lifeguards must follow American Red Cross protocols for lifeguard procedures such as proper rotations, handling and use of rescue tubes, proper scanning and surveillance, entering water, rescue skills, Emergency action plan procedures, etc.
 - Shall have knowledge of swim coaching organization and skills.
 - Work closely with swim teams and Head Coaches on scheduling of swim team practices and swim meets including lane space, swim meet functions including timing equipment, lane lines, starting blocks, PA system, etc.
 - Assist with set up of swim meets and be present at the facility during major swim meets to handle situations that may arise due to the large amount of swimmers and spectators.

- Set up regular and yearly workshops and in-service training for lifeguards. Work closely with local EMS and other emergency management services to be prepared for emergencies that require local services outside the FAC.
- Shall be responsible for seeing that lifeguards are keeping current on all required lifesaving skills and certifications.

ACCOUNTABILITY: This position is responsible to the Director of Parks & Recreation and/or Family Activity Center Director.

SALARY RANGE: To be determined. Based on experience.

BENEFITS: This position includes county retirement, health insurance, sick time and vacation time. Also includes membership to Family Activity Center for the employee and immediate family members in the same household.