

## Aquatic Supervisor Job Description (*Seasonal*)

The Aquatic Supervisor manages daily swimming pool operational activities, oversees program safety and maintenance to aquatics and aquatic facilities. This includes managing staff, participants and equipment, as well as other related duties as assigned.

### Physical and Mental Essential Functions of the Position-*Duties may include but are not limited to the following:*

Physical, mental, and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, computer, business machines, push a broom and other manual pool cleaning tools as required. Vision sufficient to detect and distinguish between different colors, read fine print on Material Safety Data Sheets, and visual display terminals; Hearing sufficient to conduct conversations occasionally over the noise from groups of people, in person and using the telephone; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, occasionally in crowds of people and for addressing groups; Physical agility to swim, push/pull, squat, lean, jump, run for short distances, twist, tuck, bend, stoop, and reach overhead; Physical mobility sufficient to swim and walk about the work environment, rescue submerged victims and safely remove them from the pool. Control a group of young children, walk on slippery and wet surfaces; physical strength to lift 40 lbs and carry it for 100 yards; physical stamina sufficient to swim for several minutes, stand, walk and/or sit for prolonged periods of time, mental acuity to collect, interpret, and analyze data, reason and define problems, and establish facts and draw valid conclusions.

### Essential Functions of the Position: *Duties may include but are not limited to the following:*

- To ensure patron safety and protect lives and provide excellent service to our patrons. The Aquatic Supervisor reports to the Assistant Director or the Executive Director;
- Supervise Daily operational activities at the Soledad Pool Facility, Rotary Park and other contracted facilities;
- Oversee aquatic program structure, training, schedule, policies, procedures and database functions, and conduct aquatic program evaluations throughout the year;
- Trains, evaluates and provides constructive and timely feedback to aquatic part-time employees;
- Conducts staff, lifeguard and swim instructor training and orientation sessions, plans and conducts regularly scheduled in-service training meetings.
- Training and supervising frontline staff and customer service, creatively implementing customer service goals, and striving for constant improvement of policies, procedures and staff.
- Schedules work hours for part-time aquatic employees;
- Maintains records and develops reports concerning activities and effectiveness of new or on-going programs;
- Prepares or coordinates the development of event publicity; including flyers, pamphlets and brochures.
- Acts as a “Scene Manager” in times of emergency as outlined and defined in the Business Response Plan;
- Available to receive calls in order to communicate with employees/Volunteers.
- Mediating for all patrons, participants and staff

### Requirements, Certifications, and Skills

- Certified as a Certified Pool Operator, CPR-for the professional rescuer, American Red Cross Lifeguard, Lifeguard Training Instructor, First Aid,
- Must possess a valid California Driver’s License, personal auto insurance and an annual DMV record with less than 3 points

### Compensation

- \$18- \$25/ hour, maximum 40 hours week