



AQUATIC CENTER DIRECTOR POSITION DESCRIPTION

Statement of Duties:

The Aquatic Center Director is responsible for the overall functioning of Veterans Memorial Aquatic Center.

Distinguishing Features of the Position:

This position reports to the City Administrator/Finance Director for general instruction and review. Hours vary as it is a Part-time/Seasonal position. 40 hours per week is expected during the season when the pool is open to the public. Steadily increase and decreasing hours are expected leading to the opening of the Aquatic Center and closing of the Aquatic Center.

Examples of work (illustrative only):

Primary Responsibilities:

- Ensures the safety of the pool and park store is being met for staff and customers.
- Directs the operation of the pool and park store.
- Schedules, assigns, and supervises work for staff under his/her supervision.
- Trains new staff under his/her supervision.
- Reviews and processes staff timesheets.
- Performs daily maintenance and safety inspections.
- Performs daily pool chemistry tests.
- Investigates accident and incident reports.
- Assists customers and the general public with concerns pertaining to the pool and park store.
- Works with the City Administrator/Finance Director in developing an operating budget for pool and park store and administers budget when approved by the City Council.
- Monitors and maintains inventory for park store.
- Acts as a cashier, including daily cash counts, and prepares daily deposit slips.
- Attends and reports at monthly meetings of the Park & Recreation Board during the season.
- Stays current with trends in the aquatics field.

Additional Responsibilities as they may be assigned:

- Assist in checking chemical levels and pump operations.
- Perform as a swim instructor upon obtaining all necessary training and certifications.
- Assist the swim instructor during swim lessons.

Required Knowledge, Skills, and Abilities:

- The minimum required age is 18 years of age.
- Proficient swimmer.
- Certified Pool Operator (National Swimming Pool Foundation) or Aquatic Facility Operator (Nation Recreation and Park Association).
- Certified Lifeguard (American Red Cross).
- Certifications in First Aid, CPR, and AED (American Red Cross).

- Certified Food Service Manager (Wisconsin Department of Health Services).
- Certified Water Safety Instructor (American Red Cross).
- Ability to operate a motor vehicle and possession of a valid Wisconsin Motor Vehicle Operator's License.
- Knowledge of Wisconsin Administrative Code for the Operation of Public Swimming Pools.
- Knowledge of aquatic safety principles and practices and lifesaving techniques.
- Knowledge of supervisory principles and practices and sound judgment and leadership skills.
- Ability to develop and maintain effective, professional relationships with staff.
- Ability to develop and maintain effective, professional relationships with customers.
- Graduation from high school or GED equivalent.
- Ability to communicate both written and oral instructions to staff and supervisors.

Work environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is noisy. Will work outside primarily in the sun, rain and heat as needed. Working in an environment where the number of people inside or surrounding the facility may make for a crowded work space. Working in an environment with glare from the sun and water. Occasionally working around chemicals and confined spaces.

When working in the park store there will be ovens, stoves, deep fryers and other kitchen appliances in the storage, preparation and serving of food.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Able to perform activities such as carrying, walking, running, sitting, stooping, swimming, physically controlling another person, reaching, lift 50 pounds and standing for long periods of time. Ability to listen to and communicate effectively with others in person and on the telephone. Vision abilities required by this job include the ability to adjust focus and view objects both close and far range. Ability to pull a person from deep water to the surface and swim while carrying them to the pool deck.

Selection guidelines:

Formal applications, rating of education and experience, or an interview and reference check. Job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

The position description of the Aquatic Center Director does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change. No individual City official has authority to enter into an oral or written promise or contract of employment with any individual or group of employees. Any employment contract must be approved by a majority of the Common Council.