



POSITION DESCRIPTION

TITLE: Pool & Aquatics Director

DEPARTMENT: Public Housing

REPORTS TO: Chief Housing Officer

FLSA STATUS: Exempt ___X___ Non-Exempt

PRIMARY FUNCTION:

Enforces rules and regulations and maintain discipline and safety at club swimming pool; rescues swimmers in distress; administers first aid and Cardio Pulmonary Resuscitation. Instructs or assists in instructing classes in swimming, basic water safety, emergency water safety, and water sports; assists with general maintenance and cleanup activities, including the operation and maintenance of filters and chlorinators; conducts test to determine chlorine and acid levels and checks equipment; officiates at swim and dive meets.

QUALIFICATIONS (Essential Job Responsibilities):

1. Plan and assist Director and Staff with organizing the swimming program
2. Ensure the safety and protocols are being met and followed
 - Organizing and conducting intramural and Club swimming competition
 - Help supervise the maintenance of the chemical and physical condition of the pool water and area, in addition to checking the temperature and ventilation
 - Create an environment that facilitates the achievement of Youth Development Outcomes
 - Provide guidance and role modeling to all Club Members
 - Stay in the pool at all times when classes and/or Club Members are in aquatic area(s), and must perform proper lifeguard rescue skills and techniques when appropriate
 - Assist in other departments as needed
 - Promote great leadership skills and the ability to work as a team player

POSTION REQUIREMENTS:

1. Meet Federal Bureau of Investigation and Department of Justice clearance
2. Mandatory CPR and First Aid Certifications
3. Lifeguard Certified/AED Certified
4. Background Check and Drug Screen
5. Experience in working with children/teens
6. Knowledge of youth development
7. Ability to organize and supervise members in a safe environment
8. Candidate must have the physical strength, stamina and swimming skills to effect rescues in water conditions

SPECIFICS:

The job description does not state or imply that these are the only duties to be performed for this position. The position requires that the employee follow any other instructions and performs any other duties requested by the Director.

RELATIONSHIPS:

Internal: Maintain close, daily contact with Club staff (professional and volunteer), Club members, and supervisor to receive/provide information, discuss issues, explain or interpret guidelines/instructions; instruct, and advise/counsel.

External: Maintain contact as needed with external community groups, schools, member’s parents and others to assist in resolving problems.

ADDITIONAL RESPONSIBILITIES:

1. Always practice and lead with kindness ,respect and compassion
2. Work with staff on special events to carry out programs in all departments.
3. Assume other duties as assigned.
4. Develop and maintain relationship to increase club visibility within club and community

CONDITION OF EMPLOYMENT AND BENEFITS:

Job Type: Full Time

SALARY RANGE: \$40,000.00 - \$47,000.00 per year DOE

Benefits:

- 401(k)
- Dental Insurance
- Health Insurance
- Paid Time Off
- Vision Insurance

Schedule:

- 8 hours shift
- Weekends as needed

Work Setting: In person

Education: High school or equivalent (preferred)

Experience: Lifeguard – 1 year (preferred)

PHYSICAL REQUIREMENTS/WORK ENVIRONMENT:

Able to climb stairs, lift items and perform active programming needs. Ability to perform any other position duties throughout the site.

DISCLAIMER: The information presented indicates the general nature and level of work expected of employees in this classification. It is not designed to contain, nor to be interpreted as, a comprehensive inventory of all duties, responsibilities, qualifications, and objectives required of employees assigned to this job.

Signed by: _____

Date: _____

Approved by: _____
Supervisor

Date: _____