

CITY OF AVON LAKE

Position Description

AQUATICS SUPERVISOR

Job Title:	Aquatics Supervisor
Department:	Recreation
Immediate Supervisor:	Pool Manager
Positions Supervised:	Lifeguards, Beach Lifeguards, Lifeguard Instructors, Water Safety Instructors
FLSA Status:	Seasonal part-time non-exempt
Bargaining Unit:	None
Civil Service Status:	Unclassified
Compensation:	\$15.00 - \$20.00 depending on experience and qualifications

GENERAL RESPONSIBILITIES:

Under the direction of the Pool Manager, this position supervises and administers all aspects of the Aquatics operation of the Ellen Trivanovich Aquatic Center.

GENERAL QUALIFICATIONS:

Current certification in CPR, AED, First Aid, LG, and WSI required; LGI, WSIT, Water Park and Water Front Modules, preferred; Two (2) or more years of Aquatics Management experience is necessary. Must be at least 21 old.

SPECIFIC DUTIES:

The specific duties of this position requires, but is not limited to:

- Performs all of the commonly accepted duties of a Lifeguard and of a Water Safety Instructor
- Oversees the safety and supervision of all Aquatic staff, participants, supplies and equipment
- Oversees the day-to-day Aquatics operation of the pool, including but not limited to, swim lessons, lifeguarding
- Through swimming lessons and open swim surveillance, maintain the water area of pool at, or above, the safety standards set forth by national, state,

and local governments; and to create, fill out, and maintain all necessary reports necessary to do so

- Ability to directly supervise, mentor, train, evaluate, hire, fire, schedule and discipline aquatic staff
- Ability to affectively, and efficiently, deal with any and all public inquiries, comments, concerns, and suggestions by employing a working knowledge of contemporary water safety procedures and practices, as well as, City Ordinances and pool policies, procedures, and practices
- Ability to work days, evenings, and weekends during the course of a 40 hour (max) week
- May perform some, or all the duties of the Pool Manager as assigned during times of his/her absence

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

The required knowledge, skills, and abilities of this position include, but are not limited to:

- Knowledge of common computer programs including, but not limited to, word processing, spreadsheets, and internet access
- Ability to obtain and/or maintain necessary certifications, as well as, monitor the status of the staff in such areas
- Ability to stoop, kneel, crouch, and crawl, and to lift, carry, push, pull, and control items up to 100 pounds
- Ability to work in close proximity to crowded, hot, sunny, humid, dusty, fummy, noisy conditions that may contain mechanically induced vibrations and electrical currents, as well as, traffic hazards and toxic agents and life threatening situations brought on by physical trauma and water accidents and disease and/or pathogenic agents
- Ability to take orders, work within deadlines, understand and complete plans of work and action steps, reach objectives, and accept change
- Working knowledge and experience of current public swimming pool water safety requirements and certifications; staff supervision and scheduling; aquatics, and land-based safety issues, aquatics programming; and public service
- Must be able to work with minimal supervision
- Must wear issued and/or approved Recreation swimwear, uniform pieces, protective equipment, etc.
- Must promote 'Sun Safety' awareness during all working hours through example, inclusion of content into pool related programming, and use of written and oral methods, etc.
- Valid Ohio Driver's License required
- All other duties as assigned, or seen as necessary and/or required