



Job Description Aquatic Supervisor

GENERAL DESCRIPTION:

Integrates training and judgment to make independent, responsible, professional decisions without direct supervision. The Aquatic Supervisor employed with the Sunset Empire Park and Recreation District, under the supervision of the Aquatics Coordinator, is responsible for assisting the Aquatic Coordinator with coordination, supervision, training, and management for the District's aquatic program.

SUPERVISION RECEIVED:

The Aquatic Supervisor comes under the direct supervision of the Aquatic Coordinator of the District. The Aquatic Supervisor position is responsible for following and carrying out all the workplace expectations and policies of the Sunset Empire Park and Recreation District.

SUPERVISION EXERCISED:

The Aquatic Supervisor assists the Aquatic Coordinator in the daily operations of all aquatic staff: head lifeguards, lifeguards, Swim Instructors, and volunteers.

ESSENTIAL DUTIES:

To lead other District personnel by way of supervision and adherence to District policies and procedures such as but not limited to:

- Oversee and direct the work of aquatic staff, including: staffing, scheduling and training.
- Successfully and positively perform within work team dynamics.
- Assist Coordinator in skill development for guards and instructors.
- Assist in Recertifying staff as needed in Lifeguarding, CPR/AED and First Aid.
- Participate in scheduled in-service training for aquatic personnel (lifeguards and instructors).
- Work directly with Swim Lesson Supervisors for quality assurance of the swim lesson program.
- Ensure programs continue by serving as lifeguard or instructor when program of operation dictates.
- Work with Aquatics Coordinator to develop and implement special swim lessons-based programs with outside groups and schools at the requests of such programming.
- Report any concerns as it relates to operation of the District Aquatic Center to the Aquatic Coordinator.
- Act as the interim Aquatic Coordinator in their absence.
- Join and maintain an active role in the Risk Management Committee.
- Conduct all Risk Management tasks including: red band drills, visual lifeguard audits and First Aid supply audits.
- File all risk management documents as directed by Aquatics Coordinator.
- Perform other duties as assigned by the Aquatic Coordinator.

QUALIFICATIONS:

Knowledge of:

- Possesses considerable knowledge of swimming pool and guest safety; lifeguarding methods and practices, emergency care and assessment, and emergency procedures.
- Pool operations and maintenance.

Ability to:

- Read, write and understand English.
- Give staff appropriate, constructive feedback when necessary.
- Swim 300 yds of either freestyle or breaststroke.
- Swim 50 yds, rescue a victim and exit the deep end without using a ladder.
- Communicate effectively & positively.
- Exercise professional judgment to act effectively in unusual and emergency situations.
- Give exceptional customer service at all times.
- Be on call and work nights and weekends as needed.

EXPERIENCE & TRAINING:

High school diploma or equivalency. Any equivalent combination of education, experience and training that would likely provide the applicant with the required knowledge, skills and abilities to perform the above-described.

- Current American Red Cross Lifeguard Certification
- Current American Red Cross CPR for the Professional Rescuer Certification
- American Red Cross Lifeguard Instructor within one year of hire
- American Red Cross Water Safety Instructor or equivalent experience or within 2 years of hire

PHYSICAL SKILLS:

While performing the duties of this position, the Head Lifeguard is frequently required to sit, stand, stoop, kneel, reach and manipulate objects, tools or controls. The position requires mobility. Manual dexterity and coordination are required to perform the function of a Lifeguard, operate equipment such as, but not limited to, computer keyboards, phones, and standard office equipment. The position may require the occasional lifting of objects weighing up to 50 lbs.