

POSITION DESCRIPTION

Class Title: **Aquatics Supervisor/Assistant Swim Team Coach**

Department: Parks and Recreation

Worker's comp Group No.: 054

Date: November 2006

GENERAL PURPOSE

Assists in the administration and supervision of the operation and maintenance of the Town of Wytheville's Swimming Pool. Serves as the Assistant Swim Team Coach.

SUPERVISION RECEIVED

Works under the direct supervision of the Aquatics Coordinator and the general supervision of the Director of Parks and Recreation.

SUPERVISION EXERCISED

Supervises participants while participating in aquatics programs. Supervises the Assistant Pool Supervisors, and other employees and volunteers, in their work area as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Assists the Aquatics Coordinator in the administration of the swimming pool as requested including, but not limited to, determining work procedures, preparing work schedules, expediting workflow; assisting in training, motivating and evaluating staff; coordinating programs; collecting fees; distributing equipment.

Assists the Aquatics Coordinator in the maintenance of the swimming pool; monitors and maintains pool filtration system; monitors pool water chemistry through testing of water samples; adjusts chemistry as needed to maintain standards.

Maintains safe, clean, orderly environment at all times; enforces all policies and procedures of the department; confronts inappropriate behavior and deals with problems according to established procedures.

Maintains harmony among workers and resolves problems; assists subordinates in performing duties.

Assists in the preparation of required reports; prepares attendance, accident and routine accounting reports; coordinates, schedules and maintains related records and statistics for programs and personnel at the swimming pool.

Performs a variety of miscellaneous duties such as answering phone, running errands, selling tickets, collecting fees, making arrangements for rental and use of pool, setting up for programs, events, etc.

Promotes interest and provides information regarding recreation programs to the general public and others as requested.

Prepares the pool facility for opening and the closing for the season and daily; inventories and properly stores all furniture, equipment and chemicals; cleans facility.

Serves as the Assistant Swim Team Coach. Knows and teaches swim strokes according to U. S. Swim/Blue Ridge Swim League. Knows Blue Ridge Swim League rules and ensure that all members are swimming according to league rules. Plans and organizes swim team practices and assists the Aquatics Coordinator with organization of meets. Supervises and assists with pool set up and clean up for practices and meets. Will teach private and group swim lessons as needed. Will research and create new aquatic programs for the department as well as maintain and organize private swim lessons.

PERIPHERAL DUTIES

Performs related work as assigned.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

- High School Diploma or equivalent.
- One year's experience in swimming pool operations preferred.
- One year's experience in supervisory position.
- Any equivalent combination of education and experience.
- Familiar with USA Swimming rules for swim strokes, starts and turns.

Necessary Knowledge, Skills, and Abilities:

- Ability to demonstrate a working knowledge of the equipment, facilities and operations of a swimming pool.
- Skill in operation of listed tools and equipment.
- Ability to deal effectively with the public in a pleasing manner and display a great amount of tact and diplomacy; ability to establish and maintain effective working relationships with employees, supervisors and the general public.

SPECIAL REQUIREMENTS

First Aid and CPR Certification required; Lifeguard and W.S.I. Certification required, Lifeguard Instructor Certified and Certified Pool Operator Certification required. Applicant must have current certifications required or must obtain them upon employment. Swim team experience preferred. U.S. Swim Coach Certification preferred or will be required to obtain within a reasonable amount of time.

Required training and/or certifications will be paid for by the Town; however, if the employee resigns prior to six months of employment, any fees paid by the Town will be reimbursed to the Town.

TOOLS AND EQUIPMENT USED

Computer, computer software, calculator, copy machine, portable radio, automobile, telephone, cash register, swimming pool equipment including chlorination system, pumps, valves, filtration devices, gauges, stop watches / timers or any other assigned equipment.

PHYSICAL DEMANDS

The physical demand 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.

While performing the duties of this job, the employee is frequently required to walk, sit, talk or hear. The employee is occasionally required to use hands to handle, feel or operate objects, tools, or controls; and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl.

The employee may occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job include close vision, distant vision, peripheral vision and the ability to adjust focus.

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.

While performing the duties of this job, the employee is frequently exposed to wet and humid conditions as well as toxic or caustic chemicals such as chlorine, Muriatic acid, hydrochloric acid, soda ash and testing reagents. May also work at the outdoor pool during the summer being exposed to intense sun.

The noise level in the work environment is moderate while in the office and loud in the pool and surrounding area as determined by the number of participants.

SELECTION GUIDELINES

Formal applications, rating of education and experience; oral interview and reference checks; criminal background investigation; driving records; 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 job description 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.

Approval: _____ Approval: _____
Supervisor Appointing Authority

Effective Date: November 9, 2006 Revision History: June 23, 2009
December 11, 2012
September 17, 2013
July 8, 2015
June 9, 2017