



Tahoe Donner Association Job Description

Job Title: Aquatics Supervisor
Job Code: 186
Department: Aquatics
Reports To: Recreation Manager
Class Code: 9066
FLSA Status: Non-exempt
Salary Level: Hourly

SUMMARY

The Aquatics Supervisor is responsible for overseeing the recreation swimming pools of Tahoe Donner Association. The Aquatics Supervisor is the primary supervisor for the lifeguard and swim instructor staff and is responsible for the health and safety, training, motivation, and coordination of the aquatics staff. In addition, the Aquatics Supervisor will organize and contribute in instructing all levels of Red Cross swim lessons, including registration, correspondence, and instructor training.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Provide excellent customer service to customers, employees and business partners.

Hire, orient, train, direct, motivate, evaluate, and discipline all assigned staff and oversee work schedules in accordance with Association policies.

Maintain current knowledge of and implement and enforce Association policies, procedures, rules and regulations.

Assist in the development and recommendation of annual operating budget for assigned area of responsibility.

Correspond with appropriate entities to ensure compliance with American Red Cross, State and Federal pool and certification requirements.

Develop and implement appropriate incident reporting techniques including emergency action plan with the Risk Manager.

Promote a positive work environment with group cohesion.

Responsible for inventory control including purchasing and maintaining equipment and uniforms.

Conduct weekly meetings for training and to address safety issues.

Attentively monitor the pool area for accidents in or out of the water, and hazards, debris and trash.

Open and close pool facilities including removing and replacing pool covers. Ensure pool equipment is in proper working order and in its place prior to opening facility.

Perform rescue operation in accordance with American Red Cross training standards if necessary.

Resuscitate rescued swimmers/bathers; administer first aid to the injured if necessary.

Test pool chemicals in accordance with predetermined schedule.

Required to schedule self to periodic Lifeguard shifts and swim instructor classes on various days and times to exemplify proper Lifeguard and instruction skills and/or when extra coverage is needed.

Attend mandatory meetings with Trout Creek Managers.

Guide employees in proper teaching methods.

Coordinate lesson registration with members and other employees ensuring accuracy of information.

Assist Recreation Manager and Assistant Manager to compile hours worked and commissions earned for assigned staff to be submitted to accounting in a timely manner.

May be required to substitute and/or teach group or private swim lessons.

Provide lesson plan ideas and instruction guides to employees.

QUALIFICATIONS

To perform this job satisfactorily, an individual must be able to perform each essential duty. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Associate's degree or equivalent from two-year college or technical school; or two years related experience and/or training; or equivalent combination of education and experience.

CERTIFICATES, LICENSES, REGISTRATIONS

Current Cardiopulmonary Resuscitation (CPR) for the Professional Rescuer is required

Current American Red Cross Lifeguard Certification is required.

First Aid Certification is required.

Water Safety Instructor certifications required.

Lifeguard Instructor and/or WSI Instructor Trainer certification is not required but desirable.

LANGUAGE SKILLS

Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public. Communicates with peers on a professional level.

MATHEMATICAL SKILLS

