



# Park Hill School District

Building Successful Futures • Each Student • Every Day

## Position Description

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**POSITION TITLE:** District Aquatic Center Assistant Program Specialist

**F.L.S.A.** Exempt

### QUALIFICATIONS:

- College degree; certified Red Cross lifeguard and CPR provider.
- Pool Operators permit.
- Management experience preferred.
- Strong organizational skills.
- Professional communication skills.

**REPORTS TO:** Aquatic Center Program Specialist

**TERMS OF EMPLOYMENT:** 261 days with benefits as specified in the Classified Agreement.

### ESSENTIAL JOB FUNCTIONS:

#### Financial

- Ensure that the cash drawer, collection bags, and tally sheets are accurate on a daily basis.
- Prepare deposits for bank. Maintain appropriate records of receipts and deposits. Ensure that bills/invoices are sent to entities renting the facility.
- Complete bi-monthly payroll for all Aquatic Center employees. Update and post time in/time out sheets.
- Enter purchase orders/requisitions for Aquatic Center and NLU purchases/reimbursements.

#### Staffing/Personnel

- Supervise and direct staff while the Aquatic Center is in daily operation. Enforce management guidelines, support staff, enforce pool rules, assure staff is in appropriate uniforms and utilize appropriate equipment, monitor breaks.
- Complete work schedules for staff members every two weeks. Post conflict sheets, update phone lists.
- Assist Program Specialist with annual employee reviews.
- Maintain records of in-services and 500 yard swims as completed by lifeguards.

### **Swim Lesson Program**

- Develop and design appropriate courses that meet the needs of patrons. Maintain storage of course records.
- Serve as patron liaison. Field customer questions and complaints.
- Develop and implement professional development sessions for instructors.

### **Aquatic Classes/Offerings**

- Assist in the scheduling of Aquatic classes for water aerobics, water fitness, water walking, swim lessons, lifeguard training, SCUBA, synchronized swimming, pre-competitive program, USA swim practices and meets, water polo practices and matches, open-lap swimming, parties, and rentals.
- Assist in the design of tri-annual Community Education Brochure.
- Assist with tri-annual swim lesson registration. Return phone messages. Complete registrations for aquatic courses over the phone, in-person or on the internet.
- Manage/work Friday evening private pool rentals.

### **Chemical Maintenance**

- Ensure that chemicals are monitored and maintained: chlorine, hydrochloric acid, dry chlorine, sodium thiosulfate. Utilize and maintain tablets for pool testing: PH (Phenol red), DPD Rapid #1 for chlorine, alkalinity, calcium hardness. Inventory and order chemicals as needed.
- Backwash pool every Friday, clean strainer as needed.

### **Facilities**

- Ensure that facility is fully operational on a daily basis.
- Ensure that daily cleaning duties are completed.
- Inspect all aquatic equipment to ensure proper function and safety (diving boards, starting blocks, bulkhead, first aid gear, etc.).
- Prepare work orders for repairs and installations as necessary.
- Research and recommend equipment purchases.

### **OTHER JOB FUNCTIONS:**

- Supervise all USA, high school, and private swim/dive meets.
- Update and maintain aquatic center website. Update and maintain aquatic center pay site.
- Handle correspondence with NLU Treasurer year-round.
- Other duties as assigned.