

ALBANY UNIFIED SCHOOL DISTRICT

Aquatics Center Manager

0.875 FTE \$17.86-\$21.01/hr

**medical, dental, and vision benefits provided up
to FTE, employee pays the difference**

POSITION DESCRIPTION: Under the direction of the Aquatic Center Director, Assistant Aquatic Center Director and Aquatic Center Coordinator this position performs a variety of general administrative and front-line supervisory duties as needed to coordinate the day-to-day maintenance of the Albany Aquatic Center. This position takes on the duties of Senior Guard, Lifeguard, and/or Swim Instructor as needed. The Aquatic Center Manager will assist with the pool facility and its various functions.

REPRESENTATIVE DUTIES: E = Essential Duties The duties listed below 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.

1. Assist in leading, training, and supervising lifeguards and swim instructors E
2. Maintain, analyze and submit records pertaining to water conditions, facility usage, accidents, rescues and assists, first aid, and staff certification status E
3. Assist with in-service trainings for staff E
4. Assist with facility certification program E
5. Lead and supervise daily aquatics programing and/or the Learn to Swim program E
6. Other duties as assigned
7. Teach on a regular basis E
8. Perform maintenance E
9. Attend all staff trainings E
10. Lifeguard as needed E

KNOWLEDGE OF: Rules pertaining to Aquatics regulations; Microsoft Office documents

ABILITY TO: Interact in a positive manner with a diverse community; handle conflict in a positive manner, communicate effectively, both orally and in writing; identify appropriate solutions and take action; work independently; deal effectively with stress and conflict, as well as with multiple and concurrent job demands; establish and maintain cooperative and effective working relationships with others; maintain current knowledge of, and be able to apply and explain program rules, regulations, requirements and restrictions; develop, coordinate various activities; establish working relationships with employees, supervisors and customers; communicate effectively, orally and in writing.

TOOLS AND EQUIPMENT USED: Various office equipment; water treatment systems (will

train), water test kit, computer including Microsoft, registration and POS software.

PHYSICAL DEMANDS: While performing the duties of this job, the employee is frequently required to walk, sit and talk or hear; use hands to finger, handle, feel or operate objects, tools, or controls and reach with hands and arms; occasionally required to climb or balance, stoop, kneel, crouch, or crawl; must occasionally lift and/or move up to 50 pounds; specific vision abilities required by this job include close vision, color vision, and the ability to adjust focus; occasionally required to swim; must be physically able to perform and teach all rescue skills.

WORK ENVIRONMENT: The work environment characteristics here are representative of those an employee encounters while performing essential functions of an aquatics job; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; employee is frequently exposed to wet or humid conditions, toxic or caustic chemicals.

QUALIFICATIONS/REQUIREMENTS: 1. 18 years of age 2. Minimum of three years aquatics experience and 1 year supervisory experience is desirable 3. Valid California driver's license (preferred) 4. Must have current Title 22 and Lifeguard Training Instructor Certification and Lifeguard/First Aid and CPR/AED for the Professional Rescuer certifications or ability to obtain within 60 days 5. Must have LGI and/or WSI or ability to obtain within 60 days

The Board prohibits any district employee from harassing or discriminating against any other district employee or job applicant on the basis of the person's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, veteran status, gender, gender identity, gender expression, sex, or sexual orientation.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of the job.

Application Procedure A cover letter, resume and a classified employment application should be submitted to Albany Unified School District, Attn: Amanda Mendieta, 1311 Portland Ave. Albany, CA 94706 or amendieta@ausdk12.org