

**Town of Lebanon
Job Description**

Aquatic Director (Seasonal)

Education: High School Diploma or Equivalent

Job Classification: Part-Time Seasonal, up to 40 hours per week during the pool season of May through mid-August.

Supervision Exercised: Supervision of all municipal pool staff and patrons at municipal pool.

Supervision Received: Under the general supervision of the Recreation Coordinator.

Duties:

- Supervise the activities and swimmers by enforcing rules and regulations.
- Plan, organize, oversee and supervise aquatic programs, staff and operations.
- Advise the Recreation Coordinator on aquatic matters and any equipment in need of repair.
- Prepare and maintain appropriate records and files.
- Develops aquatic programming and provides for necessary equipment, supplies and staff.
- Responds to citizen complaints or inquiries regarding pool operation or programs
- Supervises and participates in pool opening and closing maintenance routines.
- Supervises the collection of daily fees.
- Reviews and prepares records and reports on pool operation and program activities.
- Trains and evaluates program personnel.
- Perform duties of swim lesson instructor.
- Warn swimmers of improper activities or hazards.
- Rescue persons in distress or in danger of drowning when indicated and provide rescue breathing, CPR and First Aid.
- Maintain and complete accurate records of pool operation water testing (3x/day) for chlorine and pH which is in compliance with local and state health department.
- Supervise daily standard operating procedures for lifeguards.
- Oversee the general cleaning of pool including vacuuming, cleaning of decks and skimmers. This includes the opening and closing the pool for the season.
- The above describes the most significant duties performed and is not to be considered a detailed description of every duty of the position. Other occasional and related duties may be assigned.

Required Skills, Knowledge and Abilities:

- Ability to work cordially and professionally with staff members and the general public.
- Knowledge of how a pool system works including, but not limited to, filtration, maintenance of proper chlorine and pH levels, equipment function/maintenance, and chemical hazards.
- Ability to be professional, alert, courteous, and tactful with others.
- Knowledge of all pool emergency procedures and perform daily facility security checks.
- Ability to follow directions, arrive to work on time, and perform duties in specified time frame.
- Ability to supervise and manage employees.
- Must be willing to work weekends throughout the pool season.

Requirements:

- Must be at least 18 years of age.
- Considerable experience as a lifeguard and swimming instructor.
- Currently certified with Red Cross Lifeguard Training, including CPR/AED.
- Currently certified Water Safety Instructor (WSI)
- Prior Pool or Aquatics Director experience.
- Ability to pass a criminal background check and drug/alcohol test made prior to hire.
- Must possess valid Connecticut Driver's License.

Other:

- Physical Requirements: Frequent bending, stooping, standing, walking, reaching and carrying items weighing up to 50 pounds. This position requires constant use of the visual and auditory senses.