



# *Bristol Bay Borough*

## **Job Description Aquatics Coordinator**

<b><u>Department:</u></b>	<b>Parks and Recreation</b>
<b><u>Immediate Supervisor:</u></b>	<b>Parks and Recreation Supervisor</b>
<b><u>Positions Supervised:</u></b>	<b>Lifeguards</b>
<b><u>Step Classification:</u></b>	<b>S-D</b>
<b><u>Terms:</u></b>	<b>Permanent Full Time Position</b>

### **Qualifications:**

Must be 18 years of age or older and a high school diploma or GED is required for this position. This position must possess a valid Alaska Driver's License, pass a pre-employment drug test and background check, and maintain a current American Red Cross Lifeguard Certification, including First Aid and CPR. Desired qualifications include obtaining and maintaining a Lifeguard Instructor and Water Safety Instructor certifications. Applicants must hold a valid Alaska driver's license, must authorize and "pass" background checks. Pass a pre-employment drug test.

### **Responsibilities:**

Lead and instruct a variety of aquatics classes to include swim lessons, school swims, swim team and other aquatics related classes. Conduct a variety of community aquatics events. Perform life guarding shifts, cleaning and other duties as assigned by his/her supervisor. Applicants must be willing to work flexible hours. This will include evenings and weekends. Must enjoy working with kids.

### **Duties and Tasks Performed:**

- Perform life guard duties.
- Enforce all pool rules.
- Maintain a pleasant and safe atmosphere around the pool.
- Teach, lead or instruct swim lessons, school swims and other aquatics classes to include water safety.
- Perform regular cleaning duties including sweeping and mopping floors, picking up trash, cleaning locker rooms and other general duties.

- Monitor locker rooms.
- Check and clean up locker rooms after swims.
- Work at the Front Desk taking patron money, maintaining orderliness and supervising the lobby area.
- Report any problems or concerns to the Parks and Recreation Supervisor.
- Teach or Co-Teach Lifeguard and CPR/AED classes if necessary.
- Act as Pool Manager in the absence of the Parks and Recreation Supervisor.
- Participate in Professional Development as required.
- Other duties as assigned.

Job applications can be picked up at the Bristol Bay Borough Office and returned to the Borough Clerk.

#### ACKNOWLEDGEMENT

I understand the duties of my position as contained in this job description.

\_\_\_\_\_  
Employee signature

\_\_\_\_\_  
Date

The job description is accurate and has been reviewed with the employee.

\_\_\_\_\_  
Supervisor signature

\_\_\_\_\_  
Date

BRISTOL BAY BOROUGH IS AN EQUAL OPPORTUNITY EMPLOYER

Approved by the Borough Assembly: February 5, 2018 effective February 5, 2018.