

City of Cumming

Department of Recreation and Parks

Aquatics Division

Aquatics Supervisor

General Nature of Job

This full-time position performs duties to ensure a safe and efficient aquatic program at the facility. This position primarily provides direct supervision of the lifeguards and water safety instructors as well as occasionally taking an active role as an instructor, lifeguard, front desk, and maintenance person when necessary. This position reports to the Aquatic Facility Manager, Assistant Manager, and Aquatics Coordinator.

Examples of Work

- Assumes the role of S.O.D. (Supervisor on Duty) when Manager, Assistant Manager, and Coordinator are not present at facility, or as assigned.
- Contact person for lifeguards on duty. Transmits and responds to radio calls, assists lifeguards and patrons as necessary, provides first aid.
- Reports to and receives general directions and supervision from the Aquatics Facility Manager, Assistant Manager, and Aquatics Coordinator.
- Assists with planning and conducts in-service training of staff.
- Assists Aquatics Coordinator with aquatic programs.
- Performs opening and closing duties including assisting with daily financial reports.
- Performs duties of Lifeguard and Water Safety Instructor when needed.
- Sets an example in personal appearance and professionalism and enforces the same with pool staff.
- When acting as S.O.D. (Supervisor On Duty), handles all public relations and provides customer service.
- Reports all accidents and employee concerns to Aquatic Facility Manager and Assistant Manager and completes the necessary paperwork.
- Handles facility maintenance when Pool Operator and maintenance personnel are not present at facility.
- Completes responsible and detailed tasks as delegated by the Aquatics Center Facilities Manager.
- Performs other duties as required.

Standards of Conduct of Lifeguards while on Duty

- Must be respectful of others; possess cultural awareness and sensitivity and demonstrate a dedication to the position as well as the community.
- Must perform tasks in a neat and timely manner.
- Must be able to report to work on time and ready to work when shift begins.
- Must maintain a neat, clean and acceptable personal appearance. This includes being properly attired in swimwear that has been pre-approved by the Facility Manager.
- Must demonstrate a good work ethic, including a willingness to perform tasks without unnecessary directives.
- Must refrain from any activity that might distract a lifeguard from their zone of responsibilities.

Necessary Knowledge, Skills and Abilities

- Ability to develop an effective working relationship with fellow employees, lifeguards, instructors, and the general public.
- Ability to diffuse conflict.
- Skilled in supervising employees and instructors.
- Some knowledge of pool chemistry.
- Must be available to work some early mornings, evenings, and weekend hours.

Desired Education, Training and Experience

- Three years of experience in aquatics including lifeguarding and instructing swimming lessons.
- Two years of experience in an aquatics leadership role (e.g., Head Guard, Head Instructor, etc.).
- Must maintain or be willing to take the following certifications; American Red Cross (ARC) Certified Lifeguarding/First Aid, ARC CPR-AED for Lifeguards, and ARC Water Safety Instructor. Preferred certifications include ARC Lifeguard Instructor, ARC Lifeguard Instructor Trainer, ARC Water Safety Instructor Trainer, and Aquatic Facility Operator or Certified Pool Operator.

Minimum Physical Requirements

Must be able to exert up to 100 pounds of force occasionally and up to 50 pounds of force frequently. Physical demand requirements are at levels of those for very heavy work.

FSLA Status: Non-Exempt
