



Bristol Bay Borough

Job Description Aquatics Coordinator

2/14/18 INHOUSE
POSTING until 2/21/18
by Clerk ST

Department: Parks and Recreation
Immediate Supervisor: Parks and Recreation Supervisor
Positions Supervised: None
Step Classification: H-G
Terms: Permanent Full Time Position

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.

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. Must be willing to work flexible hours, including 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.
- 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.