

Town of Wolfeboro, NH

POSITION: Aquatics Director

DEPARTMENT: Recreation
REPORTS TO: Director/Assistant Director

GENERAL SUMMARY

Performs the safety operation of the Wolfeboro Town Beaches

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Enforces Town statutes, rules and regulations and applies best aquatic risk management practices
- Responsible for the supervision of waterfront staff; including but not limited to mid-season and end of season evaluations; ensures that all staff are performing duties to the highest expectations as established by the Recreation Department
- Establishes rotation schedules and enforces all expectations and requirements of aquatic staff
- Establishes and implements pre-season and weekly in-service training sessions
- Works with other town departments when necessary for training and in case of emergencies or unusual situations
- Maintain all appropriate paper work
- Assists in ordering aquatic equipment and supplies; properly maintains all aquatic equipment and supplies; responsible for submitting requests for re-order of equipment and supplies when they're to be replenished
- Conduct initial and end of season inventory and properly stores equipment
- Performs rotations as a guard and, with proper certifications may instruct lessons; meets general requirements of lifeguard and swim instructor – when applicable - as identified in job descriptions and ensures all staff under his/her supervision do as well
- Acts as supervisor on Saturdays and Sundays. Regularly checks in on all beaches and manages any paperwork that arises during the week.
- Works with staff in coordinating events and activities at the beaches; plans and implements special aquatic events as directed.
- Promotes and maintains positive community relations
- Responsible for immediately reporting emergencies, accidents or other problems to the Director
- Ensures the beaches and facilities are clean and in safe condition; coordinates maintenance needs through established procedures

OTHER DUTIES AND RESPONSIBILITIES

Performs other related duties as requested

DESIRED MINIMUM QUALIFICATIONS

Education and Experience

At least two season's experience as a lifeguard or in a related position and twenty-one years of age (twenty year olds with at least 2 season's experience and/or serving in a co or assistant leadership position may be considered)

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of proper guard and first aid techniques and standards
- Ability to have the visual and auditory to identify and respond to emergency situations.

- Ability to have the cognitive and communication to establish positive relationship, supervise staff and communicate in emergency situations.
- Ability to affect a swimming rescue, have the visual and auditory ability to identify and respond to emergency situations.

SUPERVISION EXERCISED

Supervises all lifeguards and water safety instructors

Carries out all supervisory functions in accordance with the Town's rules, regulations, policies and applicable laws

LICENSING AND CERTIFICATION

Must have current Lifeguard, CPR/AED and First Aid certifications from one of the approved providers i.e. American Red Cross, Starguard etc.

Water Safety Instructor Certification desired but not required

TOOLS AND EQUIPMENT USED

Lifeguard rescue and safety equipment

First aid supplies and equipment

Swim lesson teaching tools

Light maintenance equipment

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job

While performing the duties of this job, the employee is frequently required to stand, walk, sit, use hands to finger, handle, or feel, reach with hands and arms, speak see and hear. Employee must occasionally lift/move up to 50 pounds, bend, stoop or crouch

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job

The employee is regularly exposed to outdoor weather conditions and sometimes adverse weather conditions. May be exposed to blood borne pathogens Work is primarily performed at the beaches located within the Town

External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.

This Job description does not constitute an employment agreement or contract between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.