

**Johnston Community School District**  
**Community Education**  
**Job Description**

**Position:** Aquatics Coordinator

**Supervisor/Evaluator:** Director of Community Education

**Terms of Employment:** 12 month, Full Time

**Benefits:** Full Benefits

**Position Summary**

Direct the operations of the indoor pool at Summit Middle School. Administer all Community Education aquatic programs. Coordinate district-wide user groups, including Summit Middle School, Activities/Athletics, Building and Grounds, and Community Education

**Qualifications, Certifications and Experience**

*Pre-Employment Certifications*

- Bachelor degree
- Background check and/or fingerprinting
- Lifeguard Certification (American Red Cross preferred, Others as approved by supervisor – must convert to ARC within 1 year of hire date)
- First Aid and CPR-PR Certification (American Red Cross preferred, others as approved– must convert to ARC within 1 year of hire date)
- Certified Pool Operator License

*Certifications Obtainable upon Employment (Completed within approved timeframes)*

- USA Swimming Coach Certification - Level 1 and Level 2
- ARC Water Safety Instructor (WSI) Certification
- ARC WSI – Instructor Certification
- ARC Lifeguard – Instructor Certification
- Mandatory Child Abuse Reporter Certification
- Blood Borne Pathogen Exposure (online via Safe Schools)
- Hazard Communication: Right to Understand (online via Safe Schools)
- Board Policies for Staff Personnel (online via Safe Schools)
- Workers Compensation Policy (online via Safe Schools)
- Other trainings as required by the Johnston Community School District

*Experience*

- Five years experience managing aquatics facilities
- Two years experience as Certified Pool Operator – practical application of
- Two years experience developing and supervising staff teams
- Two years experience administering competitive swim team, USA Swimming affiliated preferred
- Two years experience administering developmental swim lesson program, American Red Cross preferred
- Experience managing enterprise-based/self-supporting programs preferred

**Performance Responsibilities**

*Professional*

General

- Serve as the primary point of contact for the Summit Middle School (SMS) Pool possessing general knowledge and understanding of all pool user groups, operations, policies/procedures, programs, and events
- Establish facility and swimmer safety as our primary concern by:
  - Upholding safety as a primary responsibility for all pool staff and district user groups
  - Establishing, educating, and enforcing pool safety procedures for SMS pool, staff, and user groups in accordance with Iowa state code and Johnston Community School District (JCSD) policy
  - Ensuring all staff are “rescue-ready” by monitoring certifications, providing certification/re-certification trainings, and hosting regular in-service trainings aimed at maintaining rescue skills and knowledge of emergency response plans
  - Maintaining lifesaving and first aid equipment in the pool area
- Coordinate with district-wide pool user groups to create and manage a master pool schedule, facilitate information sharing between groups, establish common understanding of expectations, and to problem solve when issues arise
- Maintain knowledge of best practices related pool operations and apply to SMS Pool operations with a goal of continuous improvement

- Establish procedures for day-to-day operations of the pool including controlling facility access, opening/closing, staffing, emergency response, and program specific needs
- Establish procedures for maintaining appropriate and/or necessary records. Examples could include pool condition and maintenance, participation and usage, certifications, and incident reporting
- Maintain functional knowledge of aquatic equipment and software in order to serve as a resource, troubleshoot issues, and ensure these are available to pool user groups. Examples include team and meet management software, timing system, scoreboard, and sound system
- Oversee and maintain inventory and purchases of pool equipment and supplies

#### Summit Middle School

- Educate school staff on SMS Pool safety procedures
- Communicate regularly and frequently with key Summit Middle School staff to share information, this includes the Principal, front office staff, PR teachers, and Head Custodian
- Coordinate pool usage with PE teachers
- Provide in-service and certification trainings to PE teachers who serve as lifeguards to maintain rescue skills and knowledge of emergency response plans
- Assist in supervision of school sponsored events as needed

#### Athletics & Activities

- Educate athletics staff on SMS pool safety procedures
- Coordinate with Head Swim Team Coach(es) regarding scheduling and use of facility
- Provide in-service and certification trainings to coaches who serve as lifeguards to maintain rescue skills and knowledge of emergency response plans
- Present for all home JCSD middle school and high school swim meets to serve as a facility “host” – representing the school district and ensuring a positive experience
- Support JCSD swim coaches in hosting events as needed

#### Buildings & Grounds

- Coordinate with Summit Middle School Head Custodian to establish procedures for testing, monitoring/recording, reporting, and responding to pool issues to ensure that the pool remains open and available to user groups and meets state licensing requirements
- Coordinate with Summit Middle School Head Custodian to establish a preventative maintenance plan as well as develop short-term and long-term facility needs
- Coordinate with Summit Middle School Head Custodian to establish and perform daily upkeep and maintenance tasks to maintain a great pool user experience – play an active role in completing necessary tasks
- Serve as second CPO for the pool facility

#### Community Education

- Responsible for all aspects of development, implementation, supervision, management, and evaluation of Community Education aquatics programs
  - Key Program: Johnston Blaze Swim Club, responsible for all aspects of club management mentioned above as well as serving as team administrator/registrar, managing USA Swimming affiliation requirements, utilizing team software (Team Unify and Meet Manager), supervising head coach and coaching staff team, and coordinating home swim meets, and effectively recruiting and utilizing team volunteers
  - Key Program: Developmental Swim Lessons
- Develop a vision for program offerings with a growth mindset for future opportunities utilizing the pool facility for a varied offering of programs that meet community needs
- Develop and administer a marketing plan for aquatics programs and events including items such as flyers, news releases, social media, and program descriptions for The Connection or other brochures/newsletters
- Coordinate with CE staff to ensure that an effective and efficient registration process is in place for programs and events
- Analyze aquatic trends and community needs/gaps and programs accordingly
- Assist with developing program and department goals and budgets
- Proactively communicate with Community Education and Johnston Community School District staff as well as program participants, parents, and volunteers
- Recruit, hire, train, lead, manage, hold accountable CE aquatics staff
- Attend all required meetings, trainings, and professional development to assist in continued quality delivery of programs, safe facilities and/or supervision of staff
- Ensure facility/programs are safely supervised according to operating standards

### *Personal*

- Ability to relate well with children, understanding their developmental needs
- Contribute to creating a positive work environment by being engaged and serving as a positive role model and representative of the department/district
- Maintain positive relationships and effective communication/collaboration with co-workers, parents, community members, and participants of all ages
- Demonstrate initiative and ability to follow direction with minimal supervision
- Maintain confidentiality, demonstrate integrity and be respectful of others
- Be a life-long learner, taking advantage of professional growth opportunities
- Handle multiple tasks as assigned or job required and complete work in a timely manner
- Follow and enforce district/department/program policies and procedures
- Display dependability-being on-time and present during scheduled work, being accountable for work productivity and actions
- Communicate effectively both in writing and orally through clear speaking and listening skills
- Possess appropriate levels of enthusiasm, sense of humor, patience
- Control their setting as needed to ensure quality program implementation
- Focus on their environment, anticipating and understanding protocol in regard to safety of participants
- Provide instruction/leadership/management of program implementation related to specific job responsibilities
- Perform light to moderate manual labor to assist with implementation of program
- Demonstrate ability to grasp and adjust to new and changing situations

### *General*

- Work days/hours will vary depending upon seasonal program needs
  - General work schedule is Monday-Friday, 11am-8pm but will vary seasonally based on need
  - Evenings and weekends will be required
- Arrive on time, ready to work and works consistently until the end of schedule
- Primary location is Summit Middle School Pool and JCSD District Office
- Perform other duties as assigned by immediate supervisor or higher level leadership
- Performance evaluation conducted by direct supervisor

### **Non-discrimination Statement**

It is the policy of the Johnston Community School District not to illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age (for employment), marital status (for programs), sexual orientation, gender identity and socioeconomic status (for programs) in its educational programs and its employment practices.

There is a grievance procedure for processing complaints of discrimination. If you have questions or a grievance related to this policy, please contact the district's Equity Coordinator, Anthony Spurgetis, 6510 NW 62nd Ave., Johnston, Iowa 50131, (515) 278-0470.

June 2022