



CITY OF NEW BRITAIN

DEPARTMENT OF PARKS, RECREATION,
AND COMMUNITY SERVICES

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EST. 1871

POSITION TITLE: ASSISTANT AQUATICS DIRECTOR

JOB DESCRIPTION:

Under the direct supervision of the Recreation Services Coordinators and the Aquatics Director, the Assistant Aquatics Director oversees the day-to-day operation and administration of the City's aquatic facilities which include: A.W. Stanley Pool, Willow Brook Pool, and Chesley Splashpad. The job schedule includes days, nights, weekends, and holidays.

EXAMPLES OF DUTIES:

1. Assists the Director in interviewing and hiring prospective lifeguards, supervisors, swim instructors and pool attendants.
2. Assists the Director in setting up and conducting staff trainings, orientations, and meetings throughout the aquatics season.
3. Assists the Director in the training and supervision of all aquatic facility personnel.
4. Assists the Director in overseeing all swim programs, including (but not limited to) swim lessons, lifeguard training, and all other aquatic programming.
5. Assists the Aquatics Director in employee scheduling throughout the aquatics season.
6. Assist the Aquatics Director in entering and verifying weekly payroll for aquatics staff.
7. Assists the Director in tracking and monitoring revenue expenditures as to stay within the allotted budget.
8. Assists the Director in creating, receiving, and reviewing all reports pertaining to assigned facilities.
9. Assists the Director in keeping all statistical information and financial information in the department's software system.
10. Assists the Director in coordinating and overseeing special events related to the aquatics division.
11. Assists the Director in developing flyers, brochures, advertisements, and news releases to promote aquatics facilities.
12. Communicates with supervisors, aquatics staff, camp staff, parents and participants.
13. Evaluates the swimming programs, personnel and aquatics facilities.
14. Manage, teach, guard, and/or perform other-pool related duties when necessary.
15. Maintains high standards of operation at the aquatics facilities, especially with regard to safety, maintenance, swimming and life saving instruction.
16. Establish good customer service and customer relations.
17. Performs all other related duties as assigned by the immediate supervisor.

SUPERVISORY RESPONSIBILITY:

This position supervises the Pool Managers, Senior Guards, Swim Instructors, Lifeguards and Pool Attendants. Supervisory responsibility includes (but not limited to): interviewing, hiring, and training employees; planning, assigning, scheduling and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

COMPUTER SKILLS:

Working knowledge of Microsoft Word, Excel and Outlook is required.

QUALIFICATIONS:

Current certification in CPR for the Professional Rescuer with Automated External Defibrillator (AED) and standard first aid mandatory. Current certification in Red Cross Lifeguard Training and current certification in Red Cross Lifeguard Training and current certification in Red Cross Water Safety Instructor strongly preferred. Minimum of four years experience in an aquatics program or personnel management position.