



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	AQUATICS DIRECTOR
Jurisdictional Class:	Competitive
Civil Division:	Schools
Adoption: CSM	3/15/06
Revised: CSM	10/10/07

DISTINGUISHING FEATURES OF THE CLASS:

This position exists in a community recreation department or school district recreation department and involves responsibility for planning and organizing programs for an aquatic program. The incumbent works under the direction of a recreation director, recreation leader or business administrator but is responsible for many administrative duties, as well as responsibilities within a public pool. Supervision is exercised over the work of the lifeguards. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Conducts swimming and lifesaving tests, teaches swimming lessons and trains lifeguards;
Schedules lifeguards and may perform life guarding tasks as needed;
Sets goals and objectives, and plans and organizes programs for the aquatic programs;
Selects instructional concepts and writes syllabus for learn-to-swim program;
Communicates with representatives of the public school district to coordinate pool activities and creates mutual schedules for use of pool;
May supervise the registration process including: collection and maintenance of up-to-date and complete registration forms, attendance, sign/out forms, guest fees, etc.;
Supervises and is responsible for the opening and closing of the pool area and locker rooms;
May develop the aquatics program budget for administration approval and allocates funds for programs and facilities;
Participates in staff recruitment, supervision, and evaluation;
Prepares narrative and numeric reports outlining program's progress;
Makes regular visits to facility to tract cleanliness, safety, and guarding precautions;
Attends programs regularly to monitor the organization and effectiveness of the programs;
May prepare public relations and publicity releases to newspaper, television and radio for programs;
Ensures that proper records are kept and maintains current certifications of all personnel at pool;
Attends staff meetings to discuss programs, assignments, goals, and problems;
Ensures that all first aid kits, safety equipment and pool equipment are in working order;
Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of water rescue and first aid techniques;
Thorough knowledge of swimming facility and program management and safety standards;
Thorough knowledge of teaching techniques and concepts at all levels in the field of swimming and lifesaving;
Good knowledge of program organization and planning as they relate to aquatics program;
Good knowledge of the principals and practices of supervision as they apply to an aquatics program;
Working knowledge of the techniques of public relations and publicity as they apply to an aquatics program;
Ability to supervise a large number of subordinates in a manner conducive to high effectiveness and morale;
Ability to enforce rules and regulations firmly and tactfully;
Ability to prepare comprehensive reports in narrative and statistical form dealing with program progress;
Ability to prepare program budgets in the field of aquatics;
Skill in swimming, water rescue, and first aid;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: EITHER:

- (A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in recreation or closely related field, AND 1 year of administrative experience in an organized recreation or athletic program involving supervision of others; OR
- (B) Graduation from high school or a high school equivalency diploma and 2 years of administrative experience in an organized recreation or athletic program which shall have involved the supervision of others; OR
- (C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

- (A) Possession of a current Lifeguard Training Certificate from the American National Red Cross or equivalent certificate from the YMCA or other certifying agency; AND,
- (B) Possession of a current CPR for Professional Rescuer Certificate from the American National Red Cross or other equivalent certifying agency on the basis of standards approved by the New York State Commissioner of Health; AND,
- (C) Possession of the American National Red Cross Water Safety Instructor Certificate or equivalent certificate from the YMCA or other certifying agency.

NOTE: When assigned to a natural water facility: Possession of the American Red Cross Waterfront Life Guarding Certificate.

