



JOB DESCRIPTION BLAINE COUNTY RECREATION DISTRICT

POSITION: Assistant Aquatics Manager
CLASSIFICATION: Temporary, Non-Exempt
REPORT TO: Aquatics Manager
Revised: 02/27/2019

BCRD MISSION:

Blaine County Recreation District is dedicated to enhancing the quality of life in Blaine County by creating healthy active recreational opportunities for all.

JOB SUMMARY

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Follow Ellis and Associates aquatic safety protocols at all times.
- Become familiar with the BCRD Aquatics Center Emergency Action Plan (EAP) and perform EAP protocols when needed.
- In the absence of the Aquatics Manager, supervise lifeguards and swim school instructors and ensure staff are performing their assigned duties while on and off stand.
- In the absence of the Aquatics Manager, coordinate schedules to ensure breaks and rotations according to Ellis and Associates and BCRD guidelines.
- In the absence of the Aquatics Manager, supervise aquatic program activities to ensure program quality and monitor staff performance.
- Communicate any issues or concerns regarding staff performance or facility needs to the Aquatics Manager.
- Communicate any issues or concerns from the public to the Aquatics Manager.
- Work cooperatively with facility staff to maintain the highest standards in water quality and facility cleanliness.
- Assist in the delivery of high-quality aquatics programs including swim team, swim school, and aqua-fitness classes.
- Communicate program information to staff and to the public in a timely and effective manner.
- Maintain pool lgos, pool updates, and incident reports.
- Assist with coordinating season passes and program registrations.
- Complete other related duties as assigned by supervisor.
- Be on time for your shift.

- Wear appropriate attire.
 - Cover your personal shifts with the approval of your supervisor.
 - All ADP changes must be submitted to your supervisor via ADP or email.
 - Perform opening and/or closing procedures depending on work schedule.
 - Assist with pool cleaning operations (pool vacuum, skimming, etc.).
 - Assist with testing water quality and record readings.
 - Assist with any emergency situation as outlined in the E&A Vanguard training.
 - Assist with E&A training scenarios.
 - Be proactive in monitoring and appropriately responding to situations involving safety, security and guests who may be acting in an unusual manner.
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SKILLS REQUIRED

- Ability to perform requirements necessary to instruct lifeguard on lifesaving techniques, including swimming and lifting.
- Ability to motivate and inspire staff and volunteers.
- Proficient use of computers and computer software/applications.
- Ability to problem solve and perform a variety of tasks.
- Good time management, ability to use time efficiently and effectively.
- Ability to follow directions and communicate effectively.
- Ability to plan and implement recreational activities for the community.
- Ability to perform work in a safe and efficient manner and be constantly alert and aware of the hazards involved and know and apply safety practices and principles in reporting and preventing accidents.

SPECIAL REQUIREMENTS

- Successfully complete 23 hours of Ellis and Associates pre-season lifeguard training that will include CPR/First Aid/AED certifications.
 - Must be at least 21 years of age.
 - One or more years of related aquatics experience preferred.
 - Prior supervisory experience preferred.
 - Approved background check (if over 18+ years of age).
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HOW TO APPLY

Please submit a cover letter, resume, and job application to Mary Rose at mrose@bcrd.org. For any questions or more information please call (208) 578-2273.

The Blaine County Recreation District is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees.

The same Rules of Employee conduct apply to casual/seasonal employees as do for full-time regular employees. Refer to the BCRD Employee Manual for an explanation of employee expectations. It is the responsibility of the employee to become familiar with the

contents of the personnel policy and to acknowledge its receipt. This is a seasonal or casual, part-time position and does not imply any long-term commitment, it can be terminated at any time with or without advance notice for any reason that the BCRD, in its sole discretion, believes is appropriate.

Employee _____ Date _____

Supervisor _____ Date _____