



## Assistant Aquatics Director Job Description

Responsible to: Aquatics Director

### **Assistant Aquatics Director**

*Age Requirement:* Minimum 21 years of age

*Education/Training:* Has previous experience in management or supervisory position. Holds current Lifeguard certification from an approved training organization. Holds current First Aid and CPR credentials. Holds or is capable of getting a current Pool Operators License.

### General Responsibilities:

- Assist Aquatics Director in managing all camp waterfront activities, including implementation of the Swim Instruction Program, Boating Program, and Pool Operation
- Assist in training an adequate number of Lifeguards, Swim Instructors and Pool Operators
- Serve as a lifeguard during regular camp hours, after-camp and on occasional weekends
- Implementation of the Swim Instruction Program
- Provide regular, preventive maintenance to pool area
- Report in timely manner to instructional and guarding duties
- Assist in maintaining daily pool maintenance records and instruction records
- Enforce established safety regulations.
- Work with the types of groups participating in the activity and provide necessary instruction
- Identify and manage environmental and other hazards related to the activity
- Devise age-appropriate activities for the types of groups participating and initiate a creative, interesting program
- Prepare and implement rainy day plans when necessary
- Set up equipment and activity area prior to the start of camp
- Monitor attendance (regularity and promptness) of camp groups to their activity area
- Monitor and ensure compliance of the respective program area to American Camp Association and state/local standards
- Identify and manage environmental and other hazards related to the activity
- Supervise and mentor counselors in regards to pool safety
- Apply emergency health care procedures related to the activity and the participants when necessary
- Turn in inventory and store camp equipment at end of season
- Sign in and out daily in the camp office
- Maintain a friendly and professional relationships with all camp staff and parents
- Participation in staff training sessions and staff meetings
- Assist with camper arrival and dismissal procedures
- Other duties assigned as needed

Please print your name, sign and date below.

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Print Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date