



Adaptive Aquatics - Assistant Director Job Description

General

This position, under the supervision of the Aquatics Program Director, is responsible for assisting in planning, directing, coordinating, and promoting aquatics programs for people with disabilities or cancer, and in managing the Aquatic Therapy Center. In addition to teaching adaptive aquatics classes, the Assistant Aquatics Director will assist in training and supervising volunteers to help executive aquatics programming. The Assistant Director will act on behalf of the Aquatics Director in their absence and at all times within the guidelines of Aquatics Policies. This position performs other duties as assigned any may require evenings, weekends, and split shifts as needed.

Responsibilities and Job Duties

Program Management Responsibilities:

- Coordinates and teaches aquatics classes and lessons.
- Designs class and program activities that are safe, fun, appropriate and beneficial for participants and volunteers.
- Develops and coordinates Eagle Swim class schedules.
- Engages in active listening with participants, volunteers, staff and families in order to build relationships and understand individuals' goals and interests and take initiative to assist in achieving those goals.
- Lifeguards for other Eagle Mount programs and events as needed.
- Prevents accidents through enforcement of policies, rules and regulations governing the conduct of patrons using the pool and surrounding area.
- Assesses participant and volunteer skills and abilities, ensures a good match between volunteers and participants.
- Administers First Aid and provides CPR in an emergency.

Facility Management Responsibilities:

- Performs regularly scheduled cleaning and maintenance of facility.
- Responsible for opening and closing facility as needed.
- Tests and maintains prescribed chemical balances in pool and hot tub.
- Assists with draining and cleaning pool and hot tub.
- Identify and correct facility hazards.
- Assists with maintenance of pool and teaching equipment.
- Maintains CPO (Certified Pool Operator) certification.

Administrative Responsibilities:

- Maintains current paperwork for participants and volunteers for aquatic programs.
- Prepares attendance records for billing purposes.

- Remains current in required and voluntary certifications and training to promote growth of mind and character values.
- Monitors progress and keeps appropriate records for participants and volunteers.
- Maintains confidentiality of participant information.
- Prepares statistics and reports on program activity.
- Develops promotional materials and publicity.

Employment Standards

- **Eagle Mount's mission advancement:** Supports the mission, vision and direction of Eagle Mount. Displays values of caring, respect, responsibility, and honesty as well as flexibility. Is willing to try new methods and make and take suggestions. Shows a strong commitment to Eagle Mount, conveys enthusiasm for Eagle Mount and for his/her work. Demonstrates a desire to serve others and fulfill community needs. Recruits volunteers and builds effective and supportive working relationships with them.
- **Education and experience:** Bachelor's degree preferably in human development, recreation or related field. Experience supervising volunteers or staff, developing class schedules and working with people with disabilities. Knowledge and awareness of standards, techniques, best practices, and trends in aquatic therapy and teaching methodologies. Ability to teach water aerobics classes and demonstrated skills in swimming, lifeguarding, swim instruction, and rescue with certifications in Lifeguarding, CPR, First Aid/AED. Computer literacy with familiarity with Word, Excel and database software.
- **Collaboration/community:** Understands and embraces the role of volunteers; helps participants and families make connections to others; practices effective and appropriate relationship building techniques; supports the role of fundraising in achieving Eagle Mount's mission. Works effectively with people of different backgrounds, abilities, opinions, and perceptions. Treats everyone with courtesy, respect, and consideration; displays integrity; listens actively and genuinely; communicates in a clear and pleasant manner; embraces differences among people. Consistently greets and assists everyone in a positive way; strives to provide service that will exceed expectations; responds to concerns and complaints in a way that makes each person feel valued; initiates action for prompt resolution.
- **Operational effectiveness:** Makes sound judgements, and transfers learning from one situation to another. Embraces new approaches and discovers ideas to create better experiences. Establishes goals, clarifies tasks, plans work and actively participates in meetings, required trainings and other work related activities, demonstrates responsible actions, consistently performs duties in a safe manner, follows standards, policies and procedures, is reliable, organized, and consistently punctual, and uses Eagle Mount resources appropriately and efficiently. Strives to meet or exceed goals and expectations and deliver a high-value experience for participants, volunteers, families, and the community.
- **Personal growth:** Pursues self-development that enhances job performance. Demonstrates an openness to change, and seeks opportunities in the change process. Has the functional and technical knowledge and skills required to perform well; uses best practices, demonstrates an active willingness to learn and grow; accepts constructive criticism; works cooperatively.
- **Work environment:** Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk and hear; demonstrates flexibility,

coordination, strength and endurance; ability to lift or move objects up to 50 pounds; and ability to work in warm, humid conditions, and to work in the pool for up to 4 hours.

Required Qualifications

- Ability to work well with individuals of all ages, with a variety of disabilities
- Ability to work in warm, humid conditions, and to work in the pool for up to 4 hours at a time
- Strong communication, interpersonal, management and organizational skills
- Knowledge of current standards, techniques and best practices in aquatic therapy
- Ability to remain calm in emergency situations
- Working knowledge of all aspects of pool operations and pool maintenance
- Ability to lift or move objects up to 50 pounds
- A valid driver's license and ability to be insurable per Eagle Mount's parameters

Desired Qualifications

- Lifeguard, CPR, First Aid/AED certifications
- Aquatic Exercise Association (AEA)
- Certified Pool Operator (CPO)
- Water Safety Instructor (WSI)

While this position description describes the general nature and level of work being performed by people assigned to this position, it is not an exhaustive list of all responsibilities, duties, and skills required. All Eagle Mount employees may be required to perform duties outside of their normal responsibilities.