Auburn University Job Description

Job Title: Asst Dir, Aquatics
Job Code: AE51
FLSA status: Exempt

Job Family: No Family
Grade 34: $45,100 - $75,100

Job Summary
Assists in directing the daily operation of a multi-faceted recreational aquatics program within the Department of Campus Recreation

Essential Functions
1. Manages and oversees the Campus Recreation outdoor swimming pool; to include developing policies and procedures; daily operations; training and supervising lifeguards; maintaining the water quality of the pool; and ensuring the safety of all programs.
2. Inspects the pool and pool area daily ensuring the proper level of maintenance is administered and that all equipment is in safe and proper working order.
3. Prepares periodic maintenance and inspection reports on all assigned equipment.
4. Develops risk management and emergency action plans, policies, and protocols for aquatics programs.
5. Develops, conducts, and implements assessments that evaluate aquatics programs and facilities.
6. Participates in the development and administration of the departmental budget, particularly as it relates to aquatics budget analysis and projections.
7. May be responsible for the operation and supervision of the climbing wall during the aquatics off-season.
8. May be responsible for assisting Outdoor Recreation with trips.

Supervisory Responsibility
Full supervisory responsibility for other employees is a major responsibility and includes training, evaluating, and making or recommending pay, promotion or other employment decisions.

The above essential functions are representative of major duties of positions in this job classification. Specific duties and responsibilities may vary based upon departmental needs. Other duties may be assigned similar to the above consistent with the knowledge, skills and abilities required for the job. Not all of the duties may be assigned to a position.
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Minimum Required Education and Experience

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<th>Education</th>
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<th>Focus of Education/Experience</th>
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<tr>
<td>Degree in Recreation, Sports Management, Exercise Physiology, Health Education, Physical Education, or related field</td>
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| Experience (yrs.) | 5 | Experience in aquatics administration, recreational programming or university or corporate health/fitness setting |

Substitutions allowed for Education:
Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:
When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.

Minimum Required Knowledge
Knowledge of aquatic facility operations and programs.

Certification or Licensure Requirements
Valid Driver's License, CPR (cardiopulmonary resuscitation) and AED (automated external defibrillator), First Aid, American Red Cross Lifeguard Training Instructor (LGI), and American Red Cross Professional Rescuer Instructor. Certified Pool Operator (CPO) status must be obtained within 90 days of employment.

Physical Requirements/ADA
Occasional and/or light lifting required. Limited exposure to elements such as heat, cold, noise, dust, dirt, chemicals, etc., but none to the point of being disagreeable. May involve minor safety hazards where likely result would be cuts, bruises, etc.

Externally imposed deadlines; set and revised beyond one's control; interruptions influence priorities; difficult to anticipate nature or volume of work with certainty beyond a few days; meeting of deadlines and coordination of unrelated activities are key to position; may involve conflict-resolution or similar interactions involving emotional issues or stress on a regular basis.

Job frequently requires standing, walking, reaching, talking, hearing, handling objects with hands, and lifting up to 10 pounds.

Job occasionally requires sitting, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting more than 100 pounds.

Vision requirements: Ability to see information in print and/or electronically.

Date: 4/4/2012