
Auburn University Job Description

Job Title: **Asst Dir, Aquatics Center**

Job Family: No Family

Job Code: **NC01***

Grade 30: \$28,000 - \$46,700

FLSA status: Exempt

Job Summary

Assists in the direction of and coordinates assignments and activities for the Aquatics Center.

Essential Functions

1. Trains employees in Life guarding, First Aid, CPR and AED to certify or update American Red Cross certifications.
2. Assists in organizing swim meets held at the Aquatics Center.
3. Performs administrative duties related to the management of the Aquatics Center.
4. Coordinates and supervises the employment and work assignments of a large number of students employed at the Aquatics Center.

Supervisory Responsibility

May supervise employees but supervision is not the main focus of the job.

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

	<u>Minimum</u>	<u>Focus of Education/Experience</u>
Education	Four-year college degree	Degree in physical education or related field
Experience (yrs.)	2	Experience in life guarding

Substitutions allowed for Education:

Indicated education is required; no substitutions allowed.

Substitutions allowed for Experience:

Indicated experience is required; no substitutions allowed.

Minimum Required Knowledge

Knowledge of instructional techniques in skills such as life guarding and first aid and CPR.

Certification or Licensure Requirements

Red Cross certifications in Life Guard Training Instructor and CPR/PR.

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.

Routine deadlines; usually sufficient lead time; variance in work volume seasonal and predictable; priorities can be anticipated; some interruptions are present; involves occasional exposure to demands and pressures from persons other than immediate supervisor.

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

Job occasionally requires standing, reaching, climbing or balancing, stooping/kneeling/crouching/crawling, and lifting up to 50 pounds.

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

Date: 12/16/2011
