

Henley Aquatic Center Handbook

Table of Contents

I. Henley Aquatic Center Information	1
1. What is a Supervisor?	2
2. The Role of the Supervisor	3
3. Qualifications for Supervisors	4
4. Hours for Supervisors	5
5. The Role of the Lifeguard	6
6. Qualifications for Lifeguards	7
7. Hours for Lifeguards	8
8. The Role of the Water Safety Instructor	9
9. Qualifications for the Water Safety Instructors	10
10. Hours for Water Safety Instructors	11
11. The Role of the Aquatics Fitness Instructor	12
12. Qualifications for Aquatics Fitness Instructors	13
13. Hours for Aquatic Fitness Instructors	14
14. The Role of the Front Desk Employee	15
15. Attendance	16
16. Wages	17
17. Benefits	18
18. Days Off Schedule	19
19. Evaluations	20
20. Emergency Action Plan (EAP)	21
21. American Red Cross Certifications	22
22. Lifeguarding Information	23
23. Water Safety Instructor Information	24
24. General Information for all Employees	25
25. Uniforms	26
26. Swim Meets	27
27. Concession Stand Information	28
II. Job Descriptions	29
28. Aquatics Director	30
29. Aquatics Supervisor	32
30. Meet Manager	34
31. Aqua Fitness Instructor (AFI)	35
32. Water Safety Instructor (WSI)	36
33. Aquatics Front Desk	38
34. Lifeguard	39
III. Salary Scales	41
35. Salary Scales	42
IV. Performance Based Evaluations	43
36. Performance Based Evaluations	44

V. Employment Calendars	45
-------------------------------	----

I. Henley Aquatic Center Information

1. What is a Supervisor?

What Is a Supervisor?

A Supervisor is an individual who serves under the direction of the Aquatics Director to actively manage lifeguards at the facility. The Supervisor is the liaison between the Lifeguards and the Aquatics Director. The Supervisor is completely responsible for the operation of the facility when the Aquatics Director is not present.

2. The Role of the Supervisor

The Role of the Supervisor

Supervisors play a vital role in the safety of patrons who use the facilities supplied by the Independence School District. Supervisors are expected to ensure that a proper lifeguard to patron ratio is met at all times. Supervisors are expected to be alert and ready to respond to any and all emergencies. Supervisors are expected to maintain all current certifications. Supervisors are expected to run in-service training for Lifeguards. Supervisors are expected to delegate and perform maintenance during down time and are expected to maintain a clean and public friendly appearance at all times.

3. Qualifications for Supervisors

Qualifications for Supervisors

All Supervisors must be a certified American Red Cross Lifeguard Instructor. In addition, Supervisors must have the American Red Cross Lifeguard Certification, including First Aid, CPR for the Professional Rescuer and AED for the Professional Rescuer, be able to submerge to a depth of 12 feet and retrieve a person weighing 250 pounds, be able to sit and stand for extended periods of time, be able to jump from a 6 foot stand into a depth of 3 and 1/2 feet of water, and complete other duties as defined and assigned.

4. Hours for Supervisors

Hours for Supervisors

All Supervisors are part-time employees who work less than 20 hours per week. Consult your letter of appointment for the number of hours you are to work. The Henley Aquatic Center is open for business from 6:00 am - 9:30 pm. As a Supervisor, you may be scheduled to work any of these hours. You must fill out a day-off sheet so that we will not schedule you during times you cannot work. The day-off sheet is a request, not a guarantee.

5. The Role of the Lifeguard

The Role of the Lifeguard

A Lifeguard serves under the direction of the Aquatics Director to ensure the safety of individuals using the Henley Aquatic Center by providing a constant watch over individuals in the pool.

Lifeguards play a vital role in the safety of patrons who use the facilities provided by the Independence School District. They are expected to be alert and ready to respond to any and all emergencies. Lifeguards must maintain all current certifications and attend in-service trainings to maintain their skills. They are expected to perform maintenance duties during down time and maintain a clean and public-friendly appearance at all times. A job description for Lifeguards is found in the "Employment" section of this handbook.

6. Qualifications for Lifeguards

Qualifications for Lifeguards

All lifeguards must have the American Red Cross Lifeguard Certification, including First Aid, CPR for the professional rescuer, and AED for the professional rescuer. They must be able to submerge to a depth of 12 feet and retrieve a person weighing 250 pounds, sit and stand for extended periods of time, jump from a six foot stand into a depth of three and a half feet of water, and complete other duties as defined and assigned.

7. Hours for Lifeguards

Hours for Lifeguards

All lifeguards are part-time employees who work less than 20 hours per week. Consult your letter of appointment for the number of hours you are to work. The Henley Aquatic Center is open for business from 6:00 am-9:30 pm. As a Lifeguard, you may be scheduled to work any of these hours. You must fill out a day-off sheet so that we will not schedule you during times you cannot work. The day-off sheet is a request, not a guarantee.

8. The Role of the Water Safety Instructor

The Role of the Water Safety Instructor

A Water Safety Instructor (WSI) serves under the direction of the Aquatics Director to ensure that quality swimming lessons are being taught at the Henley Aquatic Center. All lessons must be taught in accordance with the guidelines of the American Red Cross "Learn to Swim" program. Water Safety Instructors play a vital role in teaching the youth of the community to swim. It is expected that WSI's teach to the standard of the American Red Cross "Learn to Swim" program. Deviations from this program will not be permitted! WSI's will provide their students with a good example in regards to cleanliness, punctuality, and citizen responsibility. They will maintain and update their certifications as mandated by the American Red Cross. The job description for WSI's is found in the "Employment" section of this handbook.

9. Qualifications for the Water Safety Instructors

Qualifications for Water Safety Instructors

All Water Safety Instructors must have the American Red Cross Water Safety Instructor Certification. It is preferred that WSI's also maintain their Lifeguard certification, including First Aid, CPR for the professional rescuer, and AED for the professional rescuer.

10. Hours for Water Safety Instructors

Hours for Water Safety Instructors

All water safety instructors are part-time employees who work less than 20 hours per week. Consult your letter of appointment for the number of hours you are to work. The Henley Aquatic Center offers swimming lessons Monday-Thursday 9:00 am-12:00 pm and Monday-Thursday 6:00 pm-8:00 pm during the summer and Tuesday and Thursday 6:00 pm-8:00 pm in the fall, winter, and spring. As a Water Safety Instructor, you may be scheduled to work any of these hours. It is expected that once you commit to teaching a class, you must be in attendance for all class sessions! If you must miss a class, you are responsible for finding another WSI to cover your class with the approval of the Director.

11. The Role of the Aquatics Fitness Instructor

The Role of the Aquatics Fitness Instructor

An Aquatics Fitness Instructor (AFI) is an individual who serves under the direction of the Aquatics Director to ensure that quality water aerobics classes are being taught at the Henley Aquatic Center. All classes must be taught in accordance with the guidelines of the American Red Cross "Aquatics Fitness" program. Aquatics Fitness Instructors play a vital role in teaching aquatic fitness to the community. It is expected that Aquatic Fitness Instructors teach to the standard of the American Red Cross "Aquatics Fitness Program". Deviations from this program will not be permitted! AFI's will provide their students a good example in regards to cleanliness, punctuality, and citizen responsibility to the students that they teach. They will maintain and update their certifications as mandated by the American Red Cross. A job description for AFI's is found in the "Employment" section of this handbook.

12. Qualifications for Aquatics Fitness Instructors

Qualifications for Aquatics Fitness Instructors

All Aquatics Fitness Instructors must have the American Red Cross Aquatic Fitness Instructor Certification. It is preferred that AFI's also maintain their Lifeguard certification, including First Aid, CPR for the professional rescuer, and AED for the professional rescuer.

13. Hours for Aquatic Fitness Instructors

Hours for Aquatic Fitness Instructors

All aquatic fitness instructors are part-time employees who work less than 20 hours per week. Consult your letter of appointment for the number of hours you are to work. The Henley Aquatic Center offers aquatic fitness classes Monday-Thursday 8:00 am-10:00 am and Monday-Thursday 6:00 pm-8:00 pm. As an Aquatics Fitness Instructor, you may be scheduled to work any of these hours. It is expected that once you commit to teaching a class, you must be in attendance for all class sessions! If you must miss a class, you are responsible for finding another AFI to cover your class with the approval of the Director.

14. The Role of the Front Desk Employee

The Role of the Front Desk Employee

A Front Desk employee serves under the direction of the Aquatics Director to ensure that the customers' needs are being met at the Henley Aquatic Center. They are expected to perform maintenance duties during down time and to maintain a clean and public-friendly appearance at all times. A job description for front desk employees is found in the "Employment" section of this handbook.

15. Attendance

Attendance

Regular attendance is an essential function of the job. If you must be absent, it is your responsibility to report this to your supervisor as soon as possible. You are responsible for covering the shift that you will miss.

Board of Education Policy 4310 states, "When employees are absent more than ten (10) days in any semester or more than fifteen (15) days per school year, their absence is considered excessive. The Superintendent/Designee will review each incident of excessive absence and may require the employee to provide medical documentation or may consider disciplinary actions up to and including termination.

Appropriate documentation may also be requested for unusual patterns of absences, or absences of three or more consecutive days."

Failure to report for duty or neglect to report absences for three (3) consecutive days will be considered by the employer as employee job abandonment.

Exceptions to the district's leave policies should be directed to your supervisor to forward to the Human Resources Office.

16. Wages

Wages

All Aquatic Center employees are paid at an hourly rate. Lifeguards, Water Safety Instructors and Aquatic Fitness Instructors are all paid at different rates. Each job assignment has two pay categories- first year employees and returning employees. A copy of the current pay scale is located in the "Employment" section of this handbook.

Aquatic Center Staff should record their working hours using the district's electronic timekeeping system. The payroll secretary will review your time sheet by verifying the information recorded in the system. The Aquatics Center Director will approve the time sheet at the end of the pay period.

The pay period runs from the first (1st) of each month through the end of the month. Payday is on the twentieth (20th) of the following month, or the preceding Friday if the twentieth (20th) is on a weekend.

You will be compensated for additional time worked for in-service training. In-service training will be required a minimum of four hours per month.

17. Benefits

Benefits

Employees of the Henley Aquatic Center will receive free access to the facility, outside of their scheduled work time, during open and lap swimming times. Employees' immediate families are allowed free access to the facility during open and lap swimming times. Employees' immediate families are entitled to a 25% discount on swimming lessons and birthday parties, as well as a 75% discount on water aerobics classes.

18. Days Off Schedule

Days Off Schedule

Employees are expected to fill out a "Days Off Request" sheet by the fifteenth of each month. An effort will be made to honor these requests. Changes to this request sheet can be made prior to the posting of the work schedule. Once the schedule is posted you are required to find a suitable substitute.

19. Evaluations

Evaluations

To help you understand your job responsibilities and assess how well you are fulfilling those responsibilities, you will be evaluated using the performance-based evaluation included in this handbook. Although you may be evaluated at any time during the year, evaluations generally are completed in the Spring. The Director will discuss the evaluation with you and ask that you sign the evaluation. Please take time to study this evaluation and discuss any questions with the Director. A copy of the evaluation is included in the "Employment" section of this handbook.

20. Emergency Action Plan (EAP)

Emergency Action Plan (EAP)

Step 1 - Lifeguard or staff recognizes that an emergency situation exists.

Step 2- Staff activates the EAP.

- Lifeguards use a long, loud whistle before leaving their stands.

- Other lifeguard(s) on duty stand up in alert or clear the pool and provides back-up coverage.

- The guard(s) on break needs to make sure the supervisor is notified and then assist the guard who activated the EAP.

- The supervisor will decide if 911 needs to be called.

Step 3- The guards will provide the emergency care that is required.

- The first guard will make the save that is needed.

- The second guard will bring the backboard, bag valve and oxygen as needed.

- The down guard will provide additional backup.

Step 4- If it is a very serious emergency, call and notify the Director and Assistant Director, if they are not already at the pool.

Step 5- Before the pool is reopened, the supervisor will check the reports and have guards check the facility to make sure it is safe to reopen.

Step 6- Before the end of the day, the staff involved in the situation should sit down with the supervisor and evaluate the plan.

21. American Red Cross Certifications

American Red Cross Certifications

Certification	Valid For
Lifeguard Training	2 years
First Aid for the Professional Rescuer	2 years
CPR for the Professional Rescuer	2 years
AED for the Professional Rescuer	2 years
Water Safety Instructor	Lifelong with minimum yearly teaching requirements
Aquatic Fitness Instructor	Lifelong with minimum yearly teaching requirements

It is the employee's responsibility to maintain certifications and renew when necessary. Employees may attend recertification classes free of charge if held at the Henley Aquatic Center. Employees are responsible for alerting the Director when they are in need of a recertification class.

22. Lifeguarding Information

Lifeguarding Information

- Lifeguards must be in proper uniform at all times, including a swim suit, whistle and fanny packs.
- Lifeguards should always be punctual for rotations.
- Lifeguards should always maintain proper patron surveillance within their area of responsibility.
- Lifeguards should answer patron questions politely, but briefly, while on the stand.
- Lifeguards should not have a conversation with friends or other lifeguards while on the stand.
- Lifeguards should sit in a "ready" position with no legs crossed so they can quickly enter the water.
- Lifeguards should use whistles to initiate contact with patrons or other staff members.
- Lifeguards should use the following whistle blows:
 - 1 short blast - get the attention of a patron
 - 2 short blasts - get the attention of a staff member
 - 1 long blast - activate the EAP for a water rescue or incident on the pool deck
- Lifeguards should not ask the supervisor, or take it upon themselves, to reduce the number of on-duty lifeguards.
- Lifeguards are required to meet all current in-service expectations.
- No cell phones are allowed on the lifeguard stand.
- No books/magazines are allowed on the lifeguard stand.
- No mp3 players are allowed on the lifeguard stand.
- No whistle twirling is allowed.

23. Water Safety Instructor Information

Water Safety Instructor Information

- WSI's will be in the water for each session regardless of level.
- WSI's will begin class at the scheduled time.
- WSI's will end class at the scheduled time.
- WSI's are responsible for getting out all necessary equipment for each class.
- WSI's are responsible for putting away all equipment after class.
- WSI's shall assist in moving lane ropes if necessary, both before and after class.
- WSI's should convey any comments or concerns from class members to the supervisor on duty.

24. General Information for all Employees

General Information for all Employees

- Parking is available at the back of the building. Do not park in the diagonal spots.
- Locker rooms are available at the facility. This is the only acceptable place for employees to change clothes.
- Shelves and coat hooks are available in the lifeguard area.
- No personal items should be left anywhere but in the lifeguard area.

- Employees working shifts over 4 hours in length are eligible for a break.
- Eating may take place at the guard table in the office. The employee is responsible for cleaning up the guard table after eating.
- Employees are not allowed behind the desks in the office without a supervisor's permission.
- Blank Day-Off Request forms are located on the guard table.
- Employees must wear appropriate clothing when entering the attached school.
- Smoking is prohibited on District property.
- Employees who come to work under the influence of drugs or alcohol will be terminated.
- All staff members are expected to assist with swim lessons if the need arises. This may include getting in the water.

25. Uniforms

Uniforms

- Employees will be provided with two staff shirts. Additional shirts are available for purchase.
- Employees must wear:
 - Swim suit
 - Staff shirt
 - Shorts
 - Sandals
 - Whistle
 - Fanny Pack
- Employees will not wear:
 - Long pants
 - Sweat pants
 - Long sleeve shirts
 - Hooded sweat shirts
 - Shoes
 - Hats
- Tattoos deemed not appropriate for a family atmosphere must be covered completely while at work.

26. Swim Meets

Swim Meets

- One staff member will be in the cafeteria supervising the area and announcing event numbers. The staff member should have a born horn and walkie-talkie at all times.
- The staff member in the hallway starts the rotations.
- The hallway worker may be asked to assist in other areas as needed.
- One staff member should be in the office at all times. This person is not to rotate until the hallway person arrives.
- Staff members will receive half price concession food and free fountain pop. Do not ask the concession stand employees for exceptions.
- At most swim meets staff members are provided with hospitality by the host team. Ask the supervisor on duty for verification.
- At the conclusion of the meet all staff members still on duty are expected to participate in clean-up until they are released by the supervisor.
- Radio for assistance if required.

27. Concession Stand Information

Concession Stand Information

- The employee opening the concession stand should perform the following opening duties in the following order:
 - Make sure the concession stand is cleaned, clean if necessary.
 - Stock any food or drink if necessary.
 - Begin appropriate food preparation.
 - Ask supervisor for starting funds.
- The employee shall ensure that the concession stand remains fully stocked during the meet. This includes cheese and hot dogs.
- The employee should clean and stock as needed at the conclusion of the meet.
- The employee should contact supervisor for funds collection.
- The concession stand should never be left unattended.
- The employee should be in a staff uniform with a swim suit available.
- Personal DVD players and laptop computers are not to be used in the concession stand.
- The employee closing the concession stand should perform the following closing duties:
 - Clean crock pot.
 - Clean hot dog machine.
 - Empty pop from fountain machine drain.
 - Clean counters.
 - Sweep floor.
 - Empty trash.
 - Restock all food and drink.
 - Count money.
 - Contact supervisor to collect money.
 - Close and lock counter gate.
 - Lock door.
 - Help with the rest of clean up in the facility.

II. Job Descriptions

28. Aquatics Director

AQUATICS DIRECTOR

Qualifications:

- Minimum education of a high school diploma or its equivalent is required, with additional preparation and/or experience related to pool management preferred
- Must be trained as a Certified Pool Operator (CPO)
- Must be Red Cross certified as/in Water Safety Instructor, Lifeguard Training, First Aid and CPR
- Experience as a swimming coach preferred
- Computer skills and/or experience required, with knowledge of "Team Manager" and "Meet Manager" preferred
- Experience operating and maintaining a Daktronics or Colorado Timing System preferred
- Working knowledge of standard office machines required
- Effective communication and interpersonal skills required
- Possession of the knowledge, skills, and abilities necessary to perform the essential functions of the position
- Such alternatives to the above qualifications as the Board of Education may find appropriate or acceptable

Fair Labor Standards Act Status: Exempt

Reports to:

Activity Directors

Assistant Superintendent

Supervises:

Aquatics Staff

Job Goal:

Provide skillful and productive operation of the Aquatics Center and its programming in order to assure a positive impact on the Independence School District's educational programming and students' success.

Performance Responsibilities:

- Perform various pool and office management tasks
- Maintain daily accounting of admissions, fees and programming revenue
- Prepare and deposit revenues, with appropriate accounting reports sent to the business office as needed

- Operates computers, copiers, office machinery and equipment with a high degree of skill
- Maintains files/records, confidential and general correspondence, memos, statistical data, reports and other office forms as assigned
- Answers telephone in a pleasant and respectful manner and routes calls/messages to appropriate personnel
- Deals courteously with patrons, visitors, parents, students and staff
- Responds in a timely manner to informational requests
- Responsible for scheduling, budgeting, requisitioning, and bookkeeping tasks as necessary, following established District policies and procedures
- Demonstrates good safety practices and adheres to District and Aquatic Center rules, regulations and policies
- Responsible for recruiting, interviewing and recommending for hire all pool staff
- Responsible for supervising aquatic staff, including good, consistent safety practices
- Review on an ongoing basis the Aquatics Center's maintenance needs and recommend changes/updates as to provide a safe and clean environment for patrons and staff
- Evaluate on an ongoing basis the Aquatics Center's programming and make changes (if necessary), with supervisor's approval, to maintain and/or improve current programs
- Report to supervisors any incidents worthy of mention involving the pool and pool area
- Schedule and administer regular in-service trainings for all pool staff
- Access on a regular basis programming needs that are not being met and recommend additional programs to increase participation at the center
- Promote the Aquatic Center in the schools and surrounding community to increase participation at the center
- Perform other duties as assigned in order to carry out functions of the Aquatics Center

Terms of Employment:

The Aquatics Director will be employed for a period of twelve months. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Supervisor Evaluation.

HR 09/05/2012

29. Aquatics Supervisor

AQUATICS SUPERVISOR

Qualifications:

- Must hold valid certification as an American Red Cross Lifeguard Instructor
- Must hold valid certification in American Red Cross CPR for the Professional Rescuer, Lifeguarding, and First Aid
- Must be able to stand for long periods of time
- Ability to work in a variety of temperature ranges
- Must be able to demonstrate all American Red Cross certification skills upon request
- At least one or more years working as a lifeguard required

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Aquatics Director

Job Goal:

To properly manage lifeguards and maintain daily operations of the Aquatic Center when the Aquatics Director is not present and to serve as a liaison between the lifeguards and the Aquatics Director.

Performance Responsibilities:

- Respond quickly and properly to all emergency situations according to American Red Cross guidelines
- Ensure proper lifeguard to patron ratio is maintained at all times
- Be a team leader in case of an emergency
- Run staff in-services on a weekly basis
- Ensure all rescue/incident reports are properly completed after an incident
- Inform the Director of all rescues/incidents
- Know and practice the Emergency Action Plan (EAP)
- Report to work in a timely manner and be ready to start the shift on time
- Attend all required staff meetings and full staff in-services
- Must dress appropriately as the supervisor on duty
- Know and enforce all facility rules
- Be aware of the needs of the guard on-duty
- Remain in the building at all times
- Be alert for a whistle call from the guard on duty
- Keep current on all American Red Cross CPR, Lifeguard, and First Aid certifications

- Ensure all employees are diligent in keeping the Aquatics Center and locker rooms clean and orderly at all times
- Perform any extra cleaning duties required by the Director
- Be able to demonstrate all American Red Cross certification skills upon request
- Answer the phone politely
- Answer any patron questions
- Receive money from patrons wishing to use the facility
- Sign up patrons for swim lessons
- Alert the Director of any concerns
- Complete other duties as defined and assigned

Terms of Employment:

The Aquatics Supervisor will be employed for twelve (12) month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Center Staff Performance Based Evaluation.

HR 01/25/2012

30. Meet Manager

MEET MANAGER

Qualifications:

- Must be able to run the Daktronics Omnisport 2000 Timing System
- Must be proficient in the Hy-Tek Meet Manager software
- Must be proficient in the Hy-Tek Team Manager software
- A valid certification in American Red Cross CPR for the Professional Rescuer, Lifeguarding, and First Aid is preferred

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Aquatics Director

Job Goal:

To properly run the Daktronics OmniSport 2000 Timing System and associated software during high school and club swim meets.

Performance Responsibilities:

- Must run the Daktronics Omnisport 2000 proficiently during swim meets
- Must run the Hy-Tek Meet Manager and Team Manager proficiently during swim meets
- Respond promptly and politely to requests made by all coaching staff
- Generate appropriate results promptly at the end of the competition
- Know how to set up and tear down all computer equipment necessary to run a swim meet

Terms of Employment:

The Meet Manager will be employed for a twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Center Staff Performance Based Evaluation.

HR 08/25/2011

31. Aqua Fitness Instructor (AFI)

AQUA FITNESS INSTRUCTOR (AFI)

Qualifications:

- Must be able to obtain and hold valid certification as an Aqua Fitness Instructor
- Valid certification in American Red Cross Lifeguarding, First Aid, and CPR is preferred
- At least one or more years working as a Water Aerobics Instructor is preferred

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Aquatics Director

Assistant Aquatics Director

Job Goal:

To provide a fun and challenging water aerobics class while maintaining a safe environment.

Performance Responsibilities:

- To provide a useful aerobics class for patrons
- To ensure that class begins and ends on time
- Ensure that the aerobic area is set up for class
- Convey any complaints from patrons to the Director or Assistant Director
- Inform patrons of any change to the class schedule
- Convey class pricing information to patrons
- Ensure adequate equipment is available for class use
- Inform the Director or Assistant Director of any equipment needs
- Put equipment away after class

Terms of Employment:

The Aqua Fitness Instructor will be employed for a twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Center Staff Performance Based Evaluation.

HR 09/08

32. Water Safety Instructor (WSI)

WATER SAFETY INSTRUCTOR (WSI)

Qualifications:

- Must be able to obtain and hold valid certification as a Water Safety Instructor
- Valid certification in American Red Cross Lifeguarding, First Aid, and CPR is preferred
- At least one or more years working as a swim lesson instructor is preferred

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Aquatics Director

Assistant Aquatics Director

Job Goal:

To help students advance through the American Red Cross Learn To Swim Program while maintaining a safe and enjoyable environment.

Performance Responsibilities:

- To ensure a quality class for patrons
- To ensure class sessions begin and end on time
- Give each individual the attention needed to meet the American Red Cross standards for the Learn To Swim Program
- Convey each student's accomplishments and areas in need of improvement to the students and their parents
- Complete American Red Cross swimming certificates for each individual
- Send proper documentation of each class to the American Red Cross
- Ensure that the lesson area is set up for class
- Convey any complaints from patrons to the Director or Assistant Director
- Inform patrons of any change to the class schedule
- Convey class pricing information to patrons
- Ensure adequate equipment is available for class use
- Inform the Director or Assistant Director of any equipment needs
- Put equipment away after class

Terms of Employment:

The Water Safety Instructor will be employed for a twelve month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Staff Performance Based Evaluation.

HR 09/08

33. Aquatics Front Desk

AQUATICS FRONT DESK

Qualifications:

- Must be able to communicate well with the public and staff members
- Certification in American Red Cross Life Guarding, First Aid, and CPR preferred
- At least one year of aquatics or clerical experience preferred

Fair Labor Standards Act status: Non-Exempt

Reports To:

Aquatics Director

Assistant Aquatics Director

Job Goal:

To greet patrons and assist them in learning about, and signing up for different programs offered at the Henley Aquatic Center

Performance Responsibilities:

- Know and practice the Emergency Action Plan (EAP)
- Report to work in a timely manner and be ready to start the shift on time
- Attend all required staff meetings
- During "down time" be aware of the needs of the guard on duty
- Perform any extra cleaning duties required by your supervisor while on "down time"
- Remain in office while on "down time"
- Alert the Director/Assistant Director of any concerns
- Complete other duties as defined and assigned

Terms of Employment:

The Aquatics Front Desk Position will be employed for a twelve (12) month position. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Center Staff Performance Based Evaluation.

HR 09/08

34. Lifeguard

LIFEGUARD

Qualifications:

- Must be able to obtain and hold valid certification in American Red Cross CPR for the Professional Rescuer, Lifeguarding, and First Aid
- Must be able to stand for long periods of time
- Ability to work in a variety of temperature ranges
- Must be able to demonstrate all American Red Cross certification skills upon request
- At least one or more years working as a lifeguard preferred

Fair Labor Standards Act Status: Non-Exempt

Reports to:

Aquatics Director

Assistant Aquatics Director

Job Goal:

To properly scan for and respond to all types of aquatic emergencies and to provide as safe an environment for patrons and staff as possible

Performance Responsibilities:

Respond quickly and properly to all emergency situations according to American Red Cross guidelines:

- Be able to demonstrate all American Red Cross certification skills upon request
- Ensure all rescue/incident reports are properly completed after an incident
- Inform the Director/Assistant Director of all rescues/incidents
- Know and practice the Emergency Action Plan (EAP)
- Report to work in a timely manner and be ready to start the shift on time
- Attend one hour of in-service training per week
- Attend all required staff meetings and full staff in-services
- Must follow the dress code for a lifeguard
- Know and enforce all facility rules
- Be aware of the needs of the guard on-duty during "down time"
- Remain in the building at all times
- Be alert for a whistle call from the guard on duty
- Be ready to respond to the on-duty lifeguard's call for assistance
- Keep current on all American Red Cross CPR, Lifeguard, and First Aid certifications

- Perform any extra cleaning duties required by the supervisor while on "down time"
- Remain in the office while on "down time"
- Answer the phone politely
- Answer any patron questions
- Receive money from patrons wishing to use the facility
- Sign up patrons for swim lessons
- Alert the Director /Assistant Director of any concerns
- Complete other duties as defined and assigned

Terms of Employment:

The Lifeguard will be employed for twelve month positions. The salary and work year will be established annually by the Board of Education.

Evaluation:

Performance of this job will be evaluated by the immediate supervisor, using the Henley Aquatic Center Staff Performance Based Evaluation.

HR 09/08

III. Salary Scales

35. Salary Scales

To view the 2020-2021 Henley Aquatics Center Salary Scales, please visit: https://www.isdschools.org/hr/employee_handbook/2020-2021/salary_schedules/index.html#aquatics

IV. Performance Based Evaluations

36. Performance Based Evaluations

To view the Performance Based Evaluations for Henley Aquatic Center Staff, please contact your supervisor.

V. Employment Calendars

To view the 2020-2021 Henley Aquatics Center Calendars, please visit: https://www.isdschools.org/hr/employee_handbook/2020-2021/calendars/index.html#aquatics