

# Anoka Hennepin Independent School District #11

## Position Standard

### Aquatics Supervisor

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#### **Essential Functions:**

- Plan, organize, implement and promote a comprehensive aquatics program including instruction, recreation, and specialty offerings.
- Plan and conduct water safety training programs including maintaining and recording all safety standards.
- Assist in budget development and monitor aquatics budget.
- Hire and supervise aquatics staff.
- Schedule community access to the school pools.

#### **Minimum Qualifications:**

- High School Diploma or equivalent.
- Current certification in American Red Cross Water Safety and Lifeguard Instructor, Lifeguard Training, CPR, and First Aid, or the ability to acquire.
- Experience organizing swim programs and activities for infants through adults.
- Knowledge of American Red Cross Aquatics Program.
- Knowledgeable in the principles and practices of water safety and rescue techniques.
- Excellent organizational, communication, and interpersonal skills.
- Strong computer skills.
- Ability to work collaboratively with a variety of people
- Experience and ability to work with diverse populations.
- Ability to be flexible and function well in a busy environment.
- Must be able to lift a minimum of 20 pounds.
- Ability to maintain regular attendance, which includes completing an assigned day.
- Ability to perform position responsibilities including physical factors, work devices and materials handling, data functions, and people functions.
- Must be physically working in the building/on site.

#### **Preferred Qualifications:**

- College degree and previous experience in aquatics, recreation, or athletics preferred.
- Experience using online scheduling/registration software, specifically Eleyo preferred.
- Experience working in schools or Community Education preferred.
- At least 3 years experience providing programs for target audience preferred.

#### **Physical Factors:**

Frequent: standing, walking, sitting, twisting/pivot, repetitive arm, simple grasp, firm grasp, fine manipulating, talking, hearing, and visual accommodation.

Occasional: lifting above shoulder, lifting waist to chest, lifting below waist, carrying, pushing, pulling, climbing, stooping, kneeling, feeling, reaching, and exposure to weather when travel between district sites is required.