

Job Announcement



Park City Municipal Corporation
445 Marsac Ave.
Park City, UT 84060

ASSISTANT AQUATICS DIRECTOR

CLOSING DATE: Until Filled

RATE OF PAY: \$22-\$26 hourly (D.O.E)

JOB SUMMARY:

The Assistant Aquatics Director will work under the direct supervision of Aquatics Director and the Recreation Division Manager. This position is full-time from May through August each year. It may also include part-time work from March - April and from September -November. Responsibilities can include direct supervision for all open swim, lap swim, guard schedules, swim instructor schedules, and trainings. Additionally, the Assistant Aquatics Director assists in the organization and implementation of all aquatics programs, including but not limited to, tot and youth lessons, adult lessons, water aerobics, and swim team.

TYPICAL JOB DUTIES:

Assists with the required trainings, certifications, orientations, and maintains other aquatics standards to ensure safety and quality of all aquatics staffing and programs throughout the season.

- Assists with hiring Aquatics personnel including lifeguards, lifeguard supervisors, swim instructors, swim team head coach and assistants.
- Provides on-deck support and assistance to parents, participants, and staff during open swim and programs as needed.
- Works with pool maintenance personnel to ensure regular service.
- Assists with mid-season check ins & written reviews with all Aquatics Staff.
- Assists with updates guard and swim instructor handbooks when necessary.
- Communicates all additions and changes related to Aquatics programs with the front-desk staff.
- Maintains inventory of uniforms, pool toys and equipment.
- Specific roles in all duties will be assigned by the director at the beginning of the season.

QUALIFICATIONS:

Required:

- CPR, First Aid, and AED Certification
- Lifeguard Certification

Preferred:

- 3 years of lifeguard/head guard leadership experience.
- 1 year of Aquatic Management experience.

WORK ENVIRONMENT:

- While performing the duties of this job, the employee is frequently required to sit, stand, walk, talk and hear.
- The employee is occasionally required to use hands to handle or operate objects, controls, or tools.
- The employee must occasionally lift and/or move more than 40 pounds.
- Work is performed primarily outdoors in and around a pool. Possible exposure to chemicals used for pool maintenance.
- The noise level in the work environment is usually moderate to low.
- Primarily non-traditional working hours which include evening and weekends.

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APPLICATION INSTRUCTIONS:

External candidates: www.parkcity.org and select 'jobs' and "apply"

Park City Municipal Corporation is an Equal Opportunity Employer

Applications for current job postings are found on www.parkcity.org.

Individuals requesting Veteran's preference will need to provide Human Resources with a copy of form DD214.

To request an accommodation, please contact the city's ADA Manager at 435-615-5241.

This job announcement is not an offer of employment or an employment contract.