

**TOWN OF BERLIN
PARKS AND RECREATION DEPARTMENT
JOB DESCRIPTION – SUMMER**

POSITION: **Assistant Director**

Supervisors: Aquatics Director
Superintendent of Recreation

POSITION OBJECTIVES AND PRIMARY RESPONSIBILITIES

1. Supervision of lifeguard staff assigned to pool.
2. Work with Facility Manager for safe operation of pool and overall facility.
3. Safeguards against accidents in the water and surrounding areas.
4. Supervise the swim lesson program at a specific pool, if applicable.
5. Deal effectively and maintain positive relationships with the public and staff.

POSITIONS SUPERVISED:

1. Supervises Head Guards, Lifeguards, WSI's, if applicable

DUTIES:

1. Supply proper supervision at all times while working at the pools.
2. Motivate the staff to achieve high levels of responsibility, positive actions and the safeguarding of everyone at the facility at all times.
3. Supervise all actions in the event of an emergency.
4. Make periodic checks on performance of subordinates.
5. Communicate closely and freely with the Aquatics Director, Facility Manager and Superintendent of Recreation.
6. Enforce all rules pertaining to the facility.
7. Maintain up to date records pertaining to facility safety.
8. Performs other duties as assigned by Aquatics Director or Superintendent of Recreation.

QUALIFICATIONS: College Student or beyond

TRAINING AND EXPERIENCE:

1. Water Safety Instructor certificate preferred
2. Current American Red Cross Lifeguarding/First Aid/ CPR/AED certificate
3. Considerable experience lifeguarding
4. Considerable experience supervising personnel
5. Considerable experience working with the public
6. Must possess or obtain bloodborne pathogen training certificate. Department will provide training if hired
7. Must complete Sexual Harassment training, as required by the Town