

# Job Descriptions

## **Aerobic Instructor (certified and non-certified)**

### **Job Description**

Teaches a variety of aerobic classes on land or in the water.

### **Qualifications**

- 18 years of age or older.
- American Red Cross CPR certification or equivalent
- Knowledge of anatomy, kinesiology and physiology of the human body.
- Ability to teach an hour long class which includes a warm-up, stretching, a cardiovascular segment, and a cool down and stretch.
- Good leadership skills and ability to motivate.

### **Certified**

- ACE, IDEA, AFAA or other nationally accepted certification.
- Six months of aerobic teaching experience preferred.

### **Responsibilities**

- Follows all policies and procedures for teaching an exercise class.
- Maintains all equipment including compact discs, weights, mats and aerobic equipment.
- Work hours as scheduled.
- Obtains a substitute when unable to work.
- Assures that participants are able to meet minimum requirements to perform aerobic exercises. This includes knowledge of participant's medical restrictions, (reviews screening forms) or any other health concerns.

### **Physical Requirements**

- Ability to teach a vigorous exercise class and talk while performing exercise movements.

### **Responsible To**

Fitness Manager

### **Job Conditions**

Part-time hourly position or substitute. Variable hours and may require night or weekend shifts.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Aerobic Instructor/Water Exercise (certified and non-certified)**

### **Job Description**

Teaches water exercise and or water aerobics.

### **Qualifications**

- 18 years of age or older. (exceptions for youth aerobics)
- American Red Cross CPR certification or equivalent.
- Ability to teach an hour long class which includes a warm-up, stretching, a cardiovascular segment, and a cool down and stretch.
- Good leadership skills and ability to motivate.

### **Certified**

- Any current certification. (YMCA, Water Exercise Assoc.)
- Six months of actual teaching experience preferred.

### **Responsibilities**

- Follows all policies and procedures for teaching a safe class.
- Set ups and break-downs equipment.
- Work hours as scheduled.
- Obtains a substitute when unable to work.
- Maintains a safe and contemporary program.
- Knows medical emergency information on each patron.

### **Physical Requirements**

- Ability to teach a vigorous exercise class and talk while performing exercise movements.

### **Responsible To**

Aquatic Manager

### **Job Conditions**

Part-time hourly position.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Aquatic Manager**

### **Job Description**

Plans, organizes and coordinates a variety of aquatic activities for all age and ability groups. Activities include, but are not limited to, swim lessons, open swims, rentals, American Red Cross classes, special events as well as co-sponsored community group programs. Coordinates use of the aquatic facility as well as assists in supervision of the facility. Leads, directs, and trains aquatic employees and volunteers. Assists the Executive Director with promotion and publicity of the District's aquatic programs. Formulates and implements community aquatic programs.

**Qualifications** - Current certification in the following: (and/or ability to obtain within three months of employment)

- Minimum four years in an aquatic program leadership role.
- Previous experience in scheduling and coordinating activities.
- Previous experience in organizational and staff management in an aquatic facility.
- A degree in recreation or closely related field.
- Four years of swim lesson instruction.
- Experience teaching lifeguard training or other related ARC classes.
- Ability to use computer and formulate reports, correspondence, etc.
- American Red Cross Lifeguard & Lifeguard Instructor certification.
- American Red Cross Water Safety Instructor Trainer certification (obtainable within six months of hire)
- CPR for the Professional Rescuer.
- Community First Aid.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.

### **Responsibilities**

- Enforces all facility rules, regulations, policies and procedures.
- Handles emergency situations, rescues and other incidents which may occur by following FPFC procedures.
- Schedules all staff for all pool programs.
- Schedules all water aerobic and water exercise instructors.
- Trains and evaluates lifeguards and instructors for job responsibilities.
- Finds coverage for any aquatic job that may need filling due to staff illness, emergency or lack of staff.
- Job-shares training and scheduling of swim instructors.
- Interviews potential candidates for aquatic positions.
- Hires and trains aquatic staff within the department.
- Offers Lifeguard and Water Safety Instructor class to staff & community.
- Conducts staff meetings and training sessions.
- Organizes aquatic records, equipment, and manuals.
- Prepares press releases and public relations materials for recreational programs within the department.

- Develops, organizes, implements, schedules and evaluates all Aquatic Programs.
- Works closely with all program managers and director in implementation of programs and activities.
- Assists in preparation of annual budget for department activities.
- Recommends the purchase of aquatic equipment.
- Inspects program equipment and facilities for safety hazards and recommends corrective action.
- Assists with development and maintenance of District's quarterly brochure.
- Updates and implements departmental procedures manual.
- Performs other related work as required.

**Physical Requirements**

- Ability to stand, sit, walk and swim throughout an eight hour day.
- Strong swimming skills.
- Ability to sit and type on a computer for up to four hours a day.
- Ability to lift 20 pounds.

**Responsible To**

Executive Director

**Job Conditions**

Full-time salaried and exempt. Hours are weekdays, five days per week; however, some weekend or evening work may be required.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Assistant Aquatic Manager**

### **Job Description**

Assists Aquatic Manager with the operation of the district's aquatic programs, which include lifeguarding, teaching swim lessons and handling the administrative tasks associated with these programs.

### **Qualifications:**

- High School graduate or GED.
- Two years aquatic experience.
- Lifeguard Training certification.
- Water Safety Instructor certification.
- Understands computers and Windows software programs.
- People oriented and self-starter.
- Strong communication skills.

### **Job Responsibilities**

- Performs lifeguard duties as required.
- Instructs swim school lesson program as required.
- Coordinates swim lesson program.
- Assists Aquatic Manager in training and supervision of aquatic instructors.
- Maintains swim lesson records.
- Records and maintains staff certification records.
- Schedules lifeguards and swim instructors.
- Teaches special swim programs as needed.

### **Physical Requirements**

- Ability to lift 20 pounds.
- Ability to stand and sit for up to four hours.

### **Responsible To**

Aquatic Manager

### **Job Conditions**

Part-time hourly. Variable hours. May be required to work evenings and weekends.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Business Manager**

### **Job Description**

Provides administrative support of a highly complex and responsible nature in the day to day operation of the Fidalgo Pool & Fitness Center District. Exercises considerable discretion in the protection and release of confidential information and in the interpretation and administration of policies and procedures. Keeps a complete set of records for financial transactions of the District to include such things as verifying and entering details of transactions in account journals from invoices, check stubs, requisitions and other appropriate items. Balances books and compiles reports to show statistics such as cash receipts and expenditures, accounts payable and receivables, profit and losses and other items pertinent to the operation of the District. Maintains and processes payroll records and reports for accounting of salary/wages due, accruals, deductions and other payroll functions. Oversees employee medical, dental/life insurance and retirement plans. Exercises independent judgment to prepare correspondence, reports, and other official materials. Supervises cashiers and cash auditing procedures. Performs data word processing; meets with the public; and undertakes other duties as necessary.

### **Qualifications**

- Three years experience as a bookkeeper or one year post secondary education in business or bookkeeping
- Ability to type.
- Excellent understanding of the computer environment and Windows related software programs.
- Must have access to a vehicle to use in conjunction with District business.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.
- Ability to effectively communicate.

### **Responsibilities**

- Prepares, maintains and reconciles Accounts Payable/Receivable records. Prepares and verifies accuracy and completeness, and makes necessary corrections of weekly vouchers.
- Prepares and reconciles daily cash receipts and deposits funds into bank account.
- Performs accrual accounting entries using generally accepted bookkeeping practices and principles.
- Maintains and prepares various payroll records such as timecard sheets, automatic bank deposits authorizations, payroll journals and ledgers; makes required adjustments through established procedure.
- Manages the District employee benefit program including medical, dental, life insurance and PERS and Deferred Compensation Program.
- Handles as custodian petty cash, payroll checking and district benefits account. Authorizes disbursement and fund replenishments, reconciles records and balances.
- Audits and prepares Quarterly B & O and Labor & Industries reports.

- Prepares monthly financial reports for Director, Department Managers and Board of Commissioners.
- Assists Director in preparing reports for monthly Board of Commissioners and Committee meetings.
- Prepares a variety of materials such as correspondence schedules, brochures, posters, new releases.
- Supervises and schedules cashiers and audits daily cash reports and cash handling procedures.
- Files district records.
- Purchases all supplies necessary for the administrative operation of the District.
- Orders, inventories and updates records of resale items.
- Updates and implements departmental procedures manual.

**Physical Requirements**

- Ability to sit and operate computer for extended periods up to eight hours.
- Ability to lift/carry heavy objects up to 20 pounds.

**Responsible To**

Executive Director

**Job Conditions**

Regular full-time Salary position. Hours are variable. Must work longer hours at the end of the month.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

## **Cashier**

### **Job Description**

Under direct supervision, conducts daily office activities related to the pool and fitness facility and completes other assignments as directed.

### **Qualifications**

- Minimum age of 16 years of age.
- Community First Aid/CPR or obtain within six months of hire date.
- Computer skills and knowledge. Familiar with Excel, Word, Point of Sale.
- Basic math/computer skills.
- Personal qualities should include maturity, ability to communicate, enjoy working with people and a positive attitude.
- Ability to multi task

### **Responsibilities**

- Answers incoming phone calls.
- Provides patrons with facility and program information.
- Organizes and manages class registration into computer program.
- Controls and records daily cash receipts using computer program.
- Posts bulletins and advertises announcements.
- Maintains office paperwork and equipment.
- Records various program data such as patron information; attendance; and punch card and facility use.
- Informs management of any safety hazards.
- Maintains necessary work hours.
- Obtains a substitute when unable to work.
- Performs other duties as directed.

### **Physical Requirements**

- Ability to lift 20 pounds.
- Ability to stand and sit for up to eight hours.

### **Responsible To**

Business Manager

### **Job Conditions**

Part-time hourly position. Variable hours and may require night or weekend shifts.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Custodian**

### **Job Description**

Under direct supervision, performs a variety of duties related to cleaning and maintenance of the district building, fitness center and swimming pool.

### **Qualifications**

- Minimum age of 18 years of age.

### **Responsibilities**

- Mops floors
- Vacuums carpets
- Cleans sinks and toilets
- Washes windows
- Scrubs showers
- Empties trash
- Picks up litter
- Sweeps walk ways
- Cleans counters
- Dusts
- Performs other cleaning and maintenance duties as assigned. (Review supplemental list for detailed duties for this position).

### **Sunday Duties include:**

- Stores pool equipment
- Washes pool deck
- Vacuums pool
- Set-ups lane lines

### **Physical Requirements**

- Ability to lift 30 pounds.
  - Vacuuming pool requires heavy lifting and maneuvering a heavy vacuum attached to a long pole.
  - Storing pool equipment requires lifting heavy inflatable toys.
  - Lifting lane lines requires pulling weight that may exceed 25 pounds.
- Ability to stand, kneel, stoop and constantly move for up to eight hours.

### **Responsible To**

Maintenance Manager

### **Job Conditions**

Part-time hourly position. Variable hours and may require night or weekend shifts.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

### Custodial Cleaning Schedule

<b>Item</b>	<b>Task</b>	<b>Frequency</b>
Trash & Fem. Hygiene liners	Removes and Replaces	Daily
No Wax Floor	Sweeps and Mops with Disinfectant	Daily
Carpeted Floors	Sweeps OR Vacuums	Daily
Drinking Fountains	Scrubs & Disinfects (Pool, Lobby & Fitness Areas)	Daily
Shower Stalls	Scrubs & Disinfects	Daily
Counter Tops	Cleans and Disinfects	Daily
Appliance Exteriors	Wipes	Daily
Cement Floors	Vacuums & Mops	Daily
Door Mats	Vacuums	Daily
Bathroom Stall Partitions	Wipes Down	Daily
Mirrors	Washes	Daily
Glass Doors	Washes	Daily
Sinks, Toilets & Urinal	Washes	Daily
Chrome & Stainless Fixtures	Scrubs & Disinfects	Daily
Fitness Equipment	Disinfects, Dusts, Washes & Polishes	Daily
Fitness Matting	Washes	Daily
Windows	Dusts & Washes	Weekly
Bathroom Stall Partitions	Washes with Stainless Steel Cleaner	Weekly
Linoleum Floors	Sweeps, Mops, Buffs & Polishes	Weekly
Tables, Chairs & Cabinets	Scrubs & Disinfects	Weekly
Cove Base (Fitness Center)	Dusts	Weekly
Walls	Scrubs as Needed	Weekly
Trash Receptacles	Washes	Monthly
Pool	Vacuums - Requires lifting and maneuvering heavy vacuum	Sundays
Pool Deck	Washes & Disinfects	Sundays
Pool Equipment	Puts away pool toys and heavy inflatable	Sundays
Lane Line	Sets-up	Sundays

The above are minimum requirements. More frequent cleaning may be necessary to maintain the facility cleanliness standards as listed below:

1. All hard and glass surfaces (floors, walls, windows, doors, ceilings, equipment etc...) shall be free from, but not limited to dust, dirt, mold, mildew, scum, smudges, mineral deposits and cob webs.
2. All stainless steel and chrome shall be clean as per item one above and polished.
3. All waxable surfaces shall be waxed and polished.
4. All trash shall be placed in dumpsters and clean liners in receptacles.
5. All paper product dispensers (toilet tissue, towels, and sanitary napkins) shall be properly stocked.

## **Executive Director**

### **Job Description**

Serves as the chief executive officer of Fidalgo Parks and Recreation District under the direction of the Board of Commissioners, and in accordance with the rules, regulations and policies of the District and the laws of the State of Washington. The Executive Director executes all executive and administrative powers and duties in connection with the conduct of District operations and serves as technical advisor, consultant, and staff to the Board of Commissioners.

### **Qualifications**

- BA in Recreation/Public/Business Administration.
- Five years experience in the day to day operation of a business, recreation facility or other public entity that includes hands on experience with bookkeeping, fiscal planning, personnel management, marketing, fund raising, capital improvement projects, grant writing and public relations.
- Community First Aid/CPR.
- Experience at an aquatic/fitness facility is preferred; otherwise the applicant must be willing to spend the necessary time to quickly become familiar with the particular requirements of running a public aquatic/fitness facility.
- Effective communication, social and personnel supervision skills. These skills are needed by the Executive Director in order to foster a productive relationship with the Commissioners, allows the District to build coalitions with community organizations and various interest groups, and facilitate the Director's leadership role with staff.
- The ability to take initiative, be accountable and provide knowledgeable leadership and task organization skills in a variety of District operations that include aquatic/fitness program development and implementation, and facility maintenance.
- Computer skills are necessary. The Executive Director must be able to communicate effectively through written reports and letters, and generate a variety of financial reports, spreadsheets, brochures and handouts. The Executive Director is responsible for becoming proficient at using the current computer programs in use by the District.
- The ability to provide the initiative and knowledge necessary to complete a capital improvement project successfully, and track it as it moves from conceptualization, public approval, working with fundraising agents, grant writing and on through construction.
- General knowledge of the basic legal requirements of contracts, leases, and agreements and the ability to prepare draft documents for review by the District's legal counsel.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.

### **Responsibilities**

- Under the Board of Commissioners, organizes, directs and supervises all District services in accordance with the Board's direction and policy.
  1. Monitors all public services to ensure safety, quality, and patron satisfaction.

2. Assists managers in developing, scheduling, planning, and staffing.
  3. Approves the administration of the Fidalgo Benefit Account low-income recreation program.
- Prepares all items for the Commissioners meetings. These items include but are not limited to agendas, resolutions, action items, safety reports, staff and/or patron suggestions/complaints, senior staff reports and financial statements. Any other pertinent information that would assist the Commissioners or the Public to understand the District's day to day business should be provided in a timely manner so that each Commissioner can assume their sworn public duty and give direction as a Board.
  - As Chief Financial Officer of the District, the Executive Director prepares, justifies and controls the budget with full responsibility for all aspects of the fiscal administration of District funds while always striving to minimize the District's dependence on tax revenues for operation.
    1. Submits annual program and levy budgets to the Commissioners at the November Board meeting.
    2. Accurately reports the income and disbursement of all funds involved with the operation of the District on a monthly basis along with an appropriate analysis of this data.
    3. Oversees and must be able to prepare vouchers, monitor expense accounts and advises staff on expenditures.
    4. Personally interfaces with the County and State Auditors on all District business.
    5. Oversees and must be able to prepare the payroll, keep all records required by the State of Washington, maintain a monthly account as to the eligibility of each employee for Public Employee Retirement System, and maintain all employee benefit records.
    6. Periodically audits and reviews daily cash reports and reconcile with deposit slips.
    7. Assists the staff with developing, scheduling and negotiating rental or other contractual agreements.
    8. Analyzes and recommends fee schedule changes to the Board of Commissioners.
    9. Oversees and must also be able to prepare the monthly revenue reports for the Washington State Department of Revenue.
    10. Oversees and must also be able to prepare daily financial records; checking daily cash reports, preparing the daily accounting ledger and making bank deposits.
  - Organizes and coordinates the Maintenance & Operations Levy authorized by the State of Washington RCW 36.69.140
    1. Provides necessary information to the electorate.
    2. Submits to Skagit County the required documents for all levy and budget matters.
    3. Promotes public awareness of levy through the news and speaking engagements.
    4. Coordinates election efforts with other agencies.

- Consults with the Commissioner's Long Range Planning Committee and Senior Staff, to ascertain present and future needs for the District's facilities and programs.
- Submits to the Commissioners a three-year levy plan for approval before elections.
- Continues to update the comprehensive facility plan, and a strategic plan; Reviews with the Commissioners and Staff at least annually.
- Writes grants to achieve capital improvement projects, facility programs and equipment needs of the District.
- Maintains a current District Policy Manual that accurately reflects the Commissioners direction and complies with federal, state and local laws and ordinances.
- Oversees the preparation and documentation of all accidents and incidents reports involving the District and provides copies to the Commissioners when necessary.
- Prepares solicits and administers grant applications.
- Represents the District on public and community boards and committees and coordinates District operations with the appropriate city, county, state, and federal agencies.
- Represents the District's best interests by maintaining a positive relationship with service clubs (Kiwanis, Rotary, etc.) and regularly attending the Anacortes Chamber of Commerce meetings and functions.
- Continues as Ex-Officio to Friends of Fidalgo Pool and Fitness Center, and coordinates communication between the Commissioners and the organization.
- Maintains a positive relationship between the District and its patrons by circulating among the patrons during the various hours the facility is open and personally addressing any complaints or safety issues that arise in a timely and thorough manner.
- Recruits, selects, trains and dismisses full-time employees of the District. Concerns with selection and dismissal will be communicated to the Board through the job description for managers and the personnel committee.
  1. Administers disciplinary action and benefits of salaried employees with the help of the Personnel Committee.
  2. Administers wage adjustments within grade for full-time staff and recommends grade reclassification or merit adjustments to the Personnel Committee.
  3. Maintains a current file on each employee of the District.
- Directly and indirectly supervises, trains, cross trains and evaluates professional, technical and clerical personnel on a regular basis to be certain that all staff positions are adequately filled and performed at all times.

**Physical Requirements**

- Ability to sit and type at a computer station for up to four hours

**Responsible To**

Board of Commissioners

**Job Conditions**

Full-time salary and exempt.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Fitness Manager**

### **Job Description**

Plans, formulates and implements a variety of community recreational fitness programs for youth and adults. Senior advisor for SilverSneakers® program. Oversees use and recommends replacement and upgrades of fitness equipment.

**Qualifications** - Current certification in the following: (and/or ability to obtain within three months of employment)

- Two years of organizational and staff management experience in recreation.
- Standard First Aid/CPR
- Certified SilverSneakers® Instructor. (Can be achieved upon employment).
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.

### **Responsibilities**

- Hires, schedules, supervises, and evaluates instructors for fitness programs.
- Substitutes as an aerobic instructor.
- Develops, coordinates and plans fitness center programs.
- Trains patrons on proper use of fitness equipment.
- Supervises SilverSneakers®, develops and performs administrative work.
- Conducts staff meeting and training sessions.
- Prepares press releases and public relations materials for recreational programs within the department.
- Assists in preparation of annual budget for department activities.
- Inventories fitness equipment and makes recommendations for purchase of fitness equipment.
- Inspects program equipment and facilities for safety hazards and recommends corrective action.
- Maintains fitness center room and updates bulletin boards.
- Assists with the development and maintenance of District's quarterly brochure.
- Updates and implements departmental procedures manual.
- Performs other related work as required.
- Attends seminars, workshops and other educational programs to remain up to date on fitness programs and the needs of the community within department's budget.

### **Physical Requirements**

- Ability to stand, sit, walk and type on a computer throughout the workday.
- Ability to teach aerobic classes and perform rigorous exercise for up to one hour.
- Ability to lift 20 pounds.

### **Responsible To**

Executive Director

### **Job Conditions**

Part-time position, variable hours.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Head Age Group Coach**

### **Job Description**

Organizes, supervises and assists in the Thunderbird Aquatic swim team program. Works directly with the Head Coach in areas of practice schedules, age group work outs and other swim team responsibilities.

### **Qualifications:**

- Current Certifications (and/or ability to obtain within three months employment) CPR for the Professional Rescuer
- Swim Coach Safety Certification
- Water Safety Instructor
- 1-3 years coaching experience at age group level.
- Minimum age requirement of 19.
- Must be able to work early morning, evenings and weekends.
- American Swim Coach's Association (ASCA).
- 3 years lifeguarding and instructing swim lessons.
- Must be able to provide own transportation to swim meets.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.

### **Responsibilities**

- Enforces all of FPFC rules, regulations, policies and procedures.
- Assists in administering a comprehensive TAC competition program.
- Assists Head Coach and other coaches with meet line-up's, dates, and coverage of workout times.
- Promotes TAC and TAB to the surrounding communities.
- Maintains a working relationship with FPFC and TAC Booster Club.
- Continues the TAC learning/training program as established by Milt Helms & Bill Boomer.
- Assists in the dry land program design and implementation for all age groups.
- Maintains communication with appropriate officials from Anacortes School District High School Boys & Girls Swim Teams.
- Performs other related work as required.

### **Physical Requirements**

- Ability to sit, stand, walk and swim throughout an eight hour day.
- Strong Swimming Skills.
- Ability to lift 20 pounds.
- Knowledge of basic computer skills.

### **Responsible To**

Head Coach

### **Job Conditions**

Part-time hourly. Hours are variable and require weekend work.

Candidates must pass a Washington State Patrol Identification and Criminal History Check.

## **Head Coach/Youth Aquatic Manager**

### **Job Description**

Organizes, supervises, and coaches TAC (Thunderbird Aquatic Club) programs to include: a comprehensive and total swim team operation offering a competitive swim program. Works directly with the Executive Director and Department Managers to develop and advertise programs and recruit swimmers.

**Qualifications** - Current certification in the following: (and/or ability to obtain within three months of employment)

- Lifeguard Training Certification
- CPR for the Professional Rescuer
- Swim Coaches Safety Certification
- Experience in a head coaching capacity
- Agree to work towards American Swim Coaches' Association (ASCA) certifications
- Experience working with aquatic staff.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.

### **Responsibilities**

- Follows established policies and procedures as outlined in the Employee Personnel Manual and Accident Prevention Program.
- Enforces rules and regulations of facility and TAC.
- Follows FPFC procedures, directs and exercises the appropriate actions during emergency situations, rescues and other incidents. Fills out and submits appropriate reports.
- Works with the Executive Director to formulate and oversee TAC program's annual budget.
- Organizes and directs TAC programs, swim meets, training and clinics.
- Communicates and works with the Executive Director and Aquatic Manager to plan TAC events and coordinate pool use.
- Maintains a working relationship between FPFC and TAC Boosters as well as with the general public.
- Recruits, interviews, hires, schedules, evaluates and supervises assistant coaches.
- Maintains accurate records for the Thunderbird Aquatic Club. Assures that all swimmer records and USS registration are current. Audits monthly dues paid to FPFC and follow-ups on late, or inaccurate payments
- Maintains an up-to-date TAC handbook and assures distribution as necessary.
- Works with the Executive Director to develop and submit Anacortes School District.
- Prepares and submits press releases and public relations materials for all TAC programs.
- Assists with development and maintenance of District's quarterly brochure.
- Performs other related work as required.

**Physical Requirements**

- Ability to stand, sit, walk and swim throughout an eight hour day.
- Strong swimming skills.
- Ability to sit and type on a computer for up to four hours a day.
- Ability to lift 20 pounds.

**Responsible To**

Executive Director

**Job Conditions**

Full-time and hourly. Hours are variable and requires evening and weekend work.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Lifeguard (Entry level)**

### **Job Description**

Ensures the safety of the facility patrons by preventing drownings and responding to any and all emergencies according to training.

### **Qualifications** - Current certification in the following:

- Must be at least 15 years of age.
- American Red Cross Lifeguard Training and Community First Aid.
- American Red Cross CPR for Professional Rescuer/AED.
- Thorough knowledge and application of lifeguarding surveillance and rescue techniques.
- An understanding of facility policies, procedures, and rules as outlined in the Employee Manual and Accident Prevention Program.

### **Responsibilities**

- Enforces all facility policies, rules, and regulations.
- Recognizes and responds effectively to emergencies. Thirty second scan mandatory.
- Inspects the facility on a daily schedule and reports unsafe conditions and equipment to head/senior lifeguard or aquatic manager.
- Completes appropriate records and reports.
- Attends and participates in all in-service training as a requirement of employment.
- Works scheduled hours.
- Obtains a substitute when unable to work.
- Develops leadership qualities and public relations skills.
- Assists staff/head/senior lifeguard in all deck responsibilities.
- Completes additional duties as assigned.

### **Physical Requirements**

- Ability to stand for a 1.5 hour block of time on pool deck.
  - Ability to lift 20 pounds.

### **Responsible To**

Senior Guard/Aquatic Manager

### **Job Conditions**

Part-time hourly position. Variable hours, weekend and night shifts may be required.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Lifeguard (Head Lifeguard)**

### **Job Description**

Prepares aquatic facility for all shifts. Opens/Closes facility/pool according to current procedures. Maintains standards and consistency of rules and regulations with staff and public according to Policy Manual and training.

### **Qualifications** - Current certification in the following:

- Must be at least 18 years of age or a senior in high school.
- American Red Cross Lifeguard Training and Community First Aid & Safety.
- American Red Cross CPR for the Professional Rescuer/AED.
- Thorough knowledge and application of professional lifeguarding surveillance and rescue techniques.
- Understanding of facility policies, procedures, and rules.
- Good leadership qualities and public relations skills.
- Minimum of one year lifeguarding required either continuous one-year guarding or references for leadership role.
- ARC Head lifeguard certification. Completion of HLG Training Certification within 30 days.

### **Responsibilities**

- Follows established policies and procedures as outlined in the Lifeguard Operations Manual.
- Evaluates performance of Lifeguards with the Aquatic Manager.
- Reviews incident and accident reports with the staff for completion and accuracy prior to return to Aquatic Manager.
- Acts as liaison between patrons and guards.
- Consistently enforces all facility policies, rules, and regulations.
- Recognizes and responds effectively to all emergencies.
- Inspects the facility on a daily schedule and reports unsafe conditions and damaged equipment to the maintenance manager or aquatic manager. Performs minor pool chemistry tests (Chlorine, etc.). Understands pool contamination procedures.
- Performs other duties as assigned.

### **Physical Requirements**

- Ability to stand for a 1.5 hour block of time on pool deck.
  - Ability to lift 20 pounds.

### **Responsible To**

Aquatic Manager

### **Job Conditions**

Part-time hourly position. Variable hours, weekend and night shifts may be required.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Lifeguard (Senior)**

### **Job Description**

Supervises and trains new lifeguards during Open Swim Shifts. Maintains a safe and consistently run pool operation.

### **Qualifications**

- Must be 18 years of age or older and a high school graduate.
- American Red Cross Lifeguard Training/ First Aid or equivalent.
- American Red Cross CPRO/AED or equivalent.
- ARC Head Lifeguard Certification.
- Thorough knowledge and application of lifeguard surveillance/rescue techniques.
- Knowledge of FPFC Discipline Procedures.
- Excellent leadership qualities and public relations skills.
- Minimum of one year lifeguarding required or reference for leadership role.

### **Responsibilities**

- Follows established policies and procedures as outlined in the Lifeguard Operations Manual.
- Assists lifeguards on deck in all areas.
- Promotes “Team Players”
- Assists lifeguards with all first aid emergencies/reports.
- Acts as a liaison between patrons and guards.
- Trains staff by example. Promotes respect to staff/community.
- Consistently enforces all facility policies, rules, & regulations.
- Recognizes and responds effectively to all emergencies.
- Inspects aquatic facility on a daily schedule.
- Reports all unsafe concerns of equipment/staff/facility to Aquatic Manager.
- Performs other duties as assigned.

### **Physical Requirements**

- Ability to stand/walk for a 1.5 hour block of time on pool deck.
- Ability to lift 20 lbs.

### **Responsible to**

Aquatic Manager

### **Job Conditions**

Part-time hourly position. Variable hours. Weekend and night shifts required.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Maintenance Manager**

### **Job Description**

Performs a variety of duties related to maintaining a pool and the district's other facilities, related equipment and grounds. Able to execute a wide variety of skilled work, including but not limited to carpentry, plumbing, electrical and equipment maintenance. Operates the district boiler, and all equipment related to the pool and boiler water quality. Exercises independent judgement in performance of duties.

### **Qualifications**

- High School education or equivalent.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.
- Must have access to a vehicle to use in conjunction with District business.
- CPO or AFO certification (must be obtained within one year of hire).
- Standard First Aid/CPR (must be obtained within three months of hire).
- Considerable knowledge of maintaining an aquatic facility.
- A minimum of a 4<sup>th</sup> grade State of Washington Boiler License or (ten years experience)
- Ability to troubleshoot problems in maintenance District's equipment.
- Ability to read and understand plans, specifications and working drawings.
- Ability to effectively supervise the work of others.
- Practical experience in carpentry, plumbing, electrical wiring, painting, grounds and keeping
- Ability to write reports and prepare budgets.
- Computer skills – Familiarity and knowledge of computer programs, such as Excel, Work, and Outlook and software for maintenance systems and the ability to produce reports from programs.

### **Responsibilities**

- Works in building maintenance and repair, grounds maintenance, equipment maintenance and construction of district facilities.
- Maintains and repairs a variety of equipment which includes: boiler, HVAC system, pool equipment and fitness equipment.
- Maintains pool chemistry, filters, and the cleanliness of pool and deck area.
- Maintains and repairs of all pool pumps, valves and pipes.
- Develops, creates and executes an annual maintenance management plan. – Establishes and operates the maintenance management program.
- Maintains locker rooms, which includes: tiling, repairing sinks, toilets, hairdryers, washer, dryer, shower poles and drains.
- Paints inside and outside of building.
- Stripes and coats parking lot.
- Organizes and performs annual maintenance shut-down.
- Maintains neat and organized work areas.

- Operates and maintains power tools and hand tools and other equipment such as a pool vacuum and power washer.
- Supervises janitorial crew.
- Performs work relating to planting and care of trees, shrubs, flowers and turf areas.
- Orders pool equipment, chemicals, janitorial supplies and other items for the maintenance department.
- Develops and implements maintenance and cleaning checklists such as preventive maintenance schedules and equipment repair logs.
- Prepares reports as required by local and state laws.
- Assists the Executive Director to prepare the annual maintenance budget and levy operating requests.
- Takes remedial action on complaints regarding building and grounds maintenance.
- Participates in meetings and conferences.
- Update and implement departmental procedures manual.
- Performs other related work as assigned.

### **Physical Requirements**

- Ability to sit or stand for more than eight hours per day.
  - Ability to lift more than 50 pounds on occasion.

### **Responsible To**

Director

### **Job Conditions**

Full-time salary, non-exempt position. Variable hours, weekend and night shifts may be required for emergency situations.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

## **Maintenance and Repair Worker – Special Projects**

### **Job Description**

Under general supervision, performs semi-skilled maintenance work as a lead worker, and/or as specialist performing work in areas such as locksmithing, carpentry, plumbing, boiler care, and electrical; plan, assign and review the work of contract workers performing a variety of semi-skilled tasks in the repair and maintenance of Fidalgo Pool buildings and equipment; perform swimming pool maintenance; and perform other work as required.

### **Qualifications**

- AA Building Construction Technology; vocational degree, such as in electrical work; or any combination of training and experience that would provide the required knowledge and abilities to performing the required job duties.
- Two years of experience performing a variety of semi-skilled carpentry, painting, plumbing, and electrical tasks in the repair and maintenance of buildings and equipment preferred.
- At least one of year of a commercial pool maintenance experience preferred.
- CPO or AFO certification (must be obtained within one year of hire).
- Standard First Aid/CPR (must be obtained within three months of hire).
- Ability to interpret plans specifications and working drawings.
- Good skill in the use of hand and power tools.
- Valid Washington State Driver's License and good driving record as verified by a three-year driving abstract by time of hire.
- Must have access to a vehicle to use in conjunction with District business.
- Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations.
- A minimum of a 4<sup>th</sup> grade State of Washington Boiler License or (ten years experience) – must obtain a 4<sup>th</sup> grade State of Washington Boiler License within 6 months of employment.
- Computer skills – Familiarity and knowledge of computer programs, such as Excel, Work, and Outlook and software for maintenance systems and the ability to produce reports from programs.

### **Responsibilities**

- Examines buildings and fixtures for needed repairs and maintenance and makes recommendations to supervisor. Assists in establishing and implementing preventive maintenance program
- Helps maintain inventory of materials, parts and supplies.
- Responsible for special projects that include remodeling and modernization the District building and its exterior.
- Estimates costs of repair; orders materials and assembles tools and equipment for projects.

- Repairs plaster and drywall; paints building structures, replaces ceiling tiles and light fixtures,
- Performs plumbing, tiling and carpentry repairs
- Replaces broken windows; repairs doors, door locks and closets; installs window blinds.
- Operates and maintains power tools and hand tools and other equipment necessary for repair and renovation.
- Takes appropriate care of tools, materials and equipment at the work site.
- Assists Maintenance Manager in the preparation of repair reports as required by local and state laws.
- Utilizes appropriate safety precautions in the performance of duties.
- Reviews the work of contract workers performing a variety of semi-skilled and unskilled carpentry, plumbing, electrical, painting and general maintenance tasks.
- Inspects contractor work in progress and upon completion.
- Cleans and maintains pools and pool equipment; tests and regulates chemical balance of water, adds chemicals to tanks, cleans and maintains pool heaters, filters, controls and pumps; maintains records of pool testing results, chemical adjustments, and maintenance performed.
- Performs other related duties as needed.

#### **Physical Requirements**

- Ability to sit or stand for more than four hours.
- Ability to lift more than 50 pounds on occasion.
- Ability to climb up and down a ladder

#### **Responsible To**

Executive Director

#### **Job Conditions**

As needed, hourly non-exempt position. Variable hours, weekend and night shifts may be required for emergency situations.

## **Water Safety Instructor**

### **Job Description**

Under general supervision, instructs students in various levels of skill development and class levels as assigned by the Aquatic Manager.

### **Qualifications**

- Must be at least 17 years of age.
- American Red Cross Water Safety Instructor, CPR & First Aid.
- Leadership qualities and public relation skills.

### **Responsibilities**

- Instructs water safety and assures the safety of registered students.
- Responds to any and all emergencies working together with certified lifeguards.
- Enforces all pool safety rules during swim lesson times.
- Demonstrates quality teaching skills and abilities.
- Assembles and disassembles all teaching equipment.
- Completes lesson report cards for last day of session.
- Teaches 1 safety skill each day in accordance with pool policies.
- Adheres to teaching hours.
- Obtains a substitute if unable to complete work hours. ( Instructors are allowed to miss only 1 day per session, except if due to illness)
- Attends and participates in all in-service training as a requirement of employment.
- Assists in training by team teaching with new instructors.
- Is a leader and on-time.

### **Physical Requirements**

- Ability to set up teaching tables with assistance.
- Ability to lift more than 20 pounds on occasion.
- Ability to set up equipment for teaching situations.

### **Responsible To**

Aquatic Manager

### **Job Conditions**

Part-time hourly position. Hours are variable.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**

# **Water Safety Instructor Aide**

## **Job Description**

Under general supervision, instructs students in various levels of skill development and class levels as assigned by the Aquatic Manager. Teaches with experienced instructors.

## **Qualifications**

- Must be at least 15 years of age.
- Fidalgo Pool and Fitness Center Instructor Orientation.
- Leadership qualities and continually develop public relation skills.

## **Responsibilities**

- Instructs water safety and assures the safety of registered students.
- Responds to any and all emergencies working together with certified lifeguards.
- Enforces all pool safety rules during swim lesson times.
- Demonstrates quality teaching skills and abilities.
- Assembles and disassembles all teaching equipment.
- Assists in the completion lesson report cards for last day of session.
- Instructs safety procedures for aquatic safety.
- Adheres to teaching hours.
- Obtains a substitute if unable to complete work hours. Instructors are only allowed one substitute per swim session.
- Attends and participates in all in-service training as a requirement of employment.
- Be an on-time and responsible employee.
- Performs four hours of volunteer teaching prior to being placed in a paid status.

## **Physical Requirements**

- Ability to set up teaching tables with assistance.
- Ability to lift more than 20 pounds on occasion.
- Ability to set up equipment for teaching situations.

## **Responsible To**

Aquatic Manager

## **Job Conditions**

Part-time hourly position. Hours are variable.

**Candidates must pass a Washington State Patrol Identification and Criminal History Check.**